

General Information

MISSION, VISION, PHILOSOPHY & GOALS

MISSION

Northeastern Junior College is committed to developing excellence in our students by instilling knowledge, advancing skills, and providing opportunities to transfer and enter the workforce successfully.

VISION

To be Colorado's premier two-year college of choice.

PHILOSOPHY

NJC believes the student is the most important person on campus.

GOALS

- Provide excellence in learning and teaching for transfer, career, and technical education, and personal enrichment.
- Enhance student success and retention by providing comprehensive support services and activities.
- Offer students opportunities to become well-rounded individuals, embrace diversity, and develop leadership skills.
- Provide leading technology for instruction and operations.
- Attract and retain quality employees and provide for their professional growth.
- Acquire, maintain, and improve college resources and facilities to provide an aesthetic and efficient collegiate environment.
- Assess institutional effectiveness, strive for continuous improvement, and operate with integrity and accountability.
- Promote the college in a way that enhances enrollment and builds relationships with alumni and donors.
- Develop relationships and partnerships that enrich the region and contribute cultural, economic, educational, and social experiences for our students and citizens.



"Colorado's First iPad College"

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 14,000 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. In 1941, before the first classes began, the college received assurances from four-year institutions of higher learning in Colorado guaranteeing transfer of credits.

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 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

Agriculture Business - *Degree with Designation*
 Agricultural Education - *Degree with Designation*
 Animal Science - *Degree with Designation*
 Anthropology - *Degree with Designation*
 Art
 Art History - *Degree with Designation*
 Astronomy
 Biology - *Degree with Designation*
 Biotechnology
 Business - *Degree with Designation*
 Chemistry - *Degree with Designation*
 Communication - *Degree with Designation*
 Criminal Justice - *Degree with Designation*
 Early Childhood Education - *Statewide Transfer Agreement*
 Economics - *Degree with Designation*
 Elementary Education - *Statewide Articulation Agreement*
 English - *Degree with Designation*
 General Science
 Geography - *Degree with Designation*
 Geology - *Degree with Designation*
 Health and Exercise Science - *Degree with Designation*
 History - *Degree with Designation*
 Horticulture Business Management - *Degree with Designation*
 Journalism/Advertising
 Liberal Arts
 Mathematics - *Degree with Designation*
 Microbiology
 Music - *Degree with Designation*
 Philosophy - *Degree with Designation*
 Physical Education Teaching/Coaching
 Physics - *Degree with Designation*
 Political Science - *Degree with Designation*
 Pre-Professional:
 Pre-Chiropractic
 Pre-Dental Hygiene
 Pre-Dentistry
 Pre-Engineering - *Statewide Transfer Agreement*

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*
 Soils & Crop Science - *Degree with Designation*
 Special Education
 Sport Management
 Sports Medicine/Athletic Training
 Studio Art - *Degree with Designation*
 Theatre - *Degree with Designation*
 Wildlife Biology
 Zoology

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

University Transfer Programs

Agriculture:
 Agriculture Journalism/Communications
 Animal/Equine Science – Industry Concentration
 Animal/Equine Science – Science Concentration
 Range Management
 General Studies
 Science

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

Agri-Business
 Agriculture: Production Agriculture
 Applied Management
 Applied Technology
 Automotive Technology
 Business:
 Accounting
 Business Administration
 Entrepreneurship
 Management
 Marketing
 Web Design
 Diesel Technology
 Early Childhood Education
 Emergency Medical Services
 Equine Business Management
 Equine Management
 Fire Science Technology
 Nursing
 Welding Technology
 Wind Energy Technology

Manual Powertrains
 Automotive HVAC
 Automotive Engine
 Automotive Transmissions
 Automotive Electrical
 Advanced Electrical
 Steering & Suspension
 Fuels & Emissions

Business:

Accounting
 Foundations of Business I
 Foundations of Business II
 Basic Tax Preparation

Cosmetology

Diesel Technology
 H/D Brakes
 Diesel Electrical
 H/D Steering & Suspension
 Diesel HVAC
 Diesel Engines
 Hydraulics
 H/D Powertrains

Early Childhood Education:

Director
 Group Leader
 Nanny

Emergency Medical Technician:

Basic
 Intermediate

Equine Business Management
 Equine Management - Training

Fire Science:

Firefighter I
 Firefighter Instructor

Industrial Maintenance
 Industrial Motor Controls
 Nursing Assistant
 Practical Nursing

Welding Technology

Oxy-Fuel
 Shielded Metal Arc (SMAW)
 Gas Metal Arc (GMAW)
 Flux Cored Arc (FCAW)
 Gas Tungsten Arc (GTAW)
 Welding Fabricator

Wind Energy Technology

Industrial Maintenance
 Industrial Motor Control
 Wind Technician Core

CERTIFICATE PROGRAMS

Agri-Business
 Agriculture Business Management
 Agriculture: Production Agriculture
 Automotive Diesel Master Technician
 Automotive Technology
 Automotive Brakes

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, 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 509 theatre seats, a multi-purpose stage, and workshop rooms, complement other classrooms serving a variety of college academic and career programs. French Hall underwent a complete renovation in 2014-2015.

The Area Vocational Building on the North Campus houses the secondary Auto and Wind Technology programs and postsecondary career and technical programs.

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

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 Learning Center, named for board member and benefactor Rex Monahan, Fire Science and EMS Programs, as well as some athletic coaches offices are located here.

Seven Residence Halls, at Colorado's largest residential two-year campus now offers housing to 631 students. Seven 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, and gender by wing. Blue Spruce Hall, a very modern residence building, offers 124 beds 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.

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

ADMISSION INFORMATION

Admission 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 those 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 must obtain an underage waiver form in order to enroll in credit classes.

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 Student Success Center at (970) 521-6663 for more details.

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 superintendent 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 - Assessment scores from American College Test (ACT), Scholastic Aptitude Test (SAT), Accuplacer, GED, HiSet, TASC, PARCC 11th Grade, SBAC 11th Grade, CCPT and Compass can be submitted to the college. 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 590 in math, 470 in Evidence based Reading/Writing.

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.

STUDENT CLASSIFICATION

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 Admission 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 preceding 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 Office of Admission 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 a 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 Office of Admission 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 your AA or AS degree with 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, go to www.cccs.edu or <http://higherred.colorado.gov>.

INTERNATIONAL STUDENT ADMISSION POLICY

NJC welcomes international students and recognizes the value they add to the learning environment. This policy applies to non-immigrant, international students seeking admission to the college on a F1 student visa.

Definitions

F1 Visa: The legal document issues to a nonimmigrant student who is pursuing a full-time program of academic student to achieve a specific education or professional objective at an academic institution in the United States that has been designated by the Department of Homeland Security to offer courses of student to such students and has been enrolled in the Student and Exchange Visitor Information System.

International Students: Nonimmigrants coming temporarily to the United States to attend school. The applicant must plan to pursue a full-time program of academic study at an academic institution that is authorized by the USCIS to enroll foreign students.

Nonimmigrant: Citizen of another country and not a U.S. citizen, defined by the Immigration and Nationality Act as an alien, who is residing in the United States on either a temporary or a permanent basis. Nonimmigrants may be in this country legally, i.e., with official documentation of legal authorization to reside here; or illegally, i.e., without official documentation of legal authorization to reside here.

Admission Criteria

Admission of international students will be considered and a Form I-20 will be issued when the following are received on record and evaluated as acceptable.

Student must provide the following documents and fulfill the following requirements. Please note that fall semester applications and all supporting documents are requested to be on file by July 15. Spring semester applications and supporting documents are requested to be on file by December 15.

1. Apply for admission to Northeastern Junior College at www.njc.edu. The application must indicate in which semester the student will begin.
2. Provide additional and complete transcripts of all previous secondary and collegiate academic work with certified English translations (if needed).
3. Provide evidence of proficiency in English language.
 - Note: No documentation is required if student's native language is English or student graduated from an American high school.
 - If student's native language is other than English, student must provide one of the following:
 - For **FULL ADMITTANCE**:
 - Test of English as a Foreign Language (TOEFL): minimum score 65; or
 - International English Language Testing System (IELTS): minimum score of 6.5.
 - Student enrolls directly into a college degree program and carries a full-time credit load (12-15 credits) of credit bearing courses including the First Year Seminar.
 - For **CONDITIONAL ADMITTANCE**:
 - Test of English as a Foreign Language (TOEFL): minimum score 52-64; or
 - International English Language Testing System (IELTS): minimum score 5.5-6.4; and
 - Student is admitted into the SEVIS certified English Pathway program, which allows for limited ESL assistance including ESL 054 (5 credits) and an additional 7-10 credits of college-level courses including the First Year Seminar.
4. Statement of financial support for a two-year program of student at Northeastern Junior College. Federal/state financial aid and tax-supported scholarships are not available for international students.
5. Record of immunizations.
6. Proof of medical insurance. All international students are required to have medical insurance in place while attending NJC.
7. Payment of outstanding tuition and fees on the day of registration. Failure to comply may result in withdrawal of the student's U.S. Immigration I-20.

Other potential English proficiency assessments may be evaluated for admittance, including:

- Michigan Test of English Language Proficiency: minimum score of 75.
- Completion of Level 5 Advanced or Level 109 from an Intensive English Language Center.
- Completion of the STEP examination in Japan with a LEVEL II evaluation or above.
- Graduation from an American high school after attending for at least two years or one year and meets assessment test requirements.
- Special admission waiver approved by the president of the college.

The final steps for F1 Visa completion include:

- The Designated School Officer (DSO) creates a file in SEVIS (or previous college transfers information in SEVIS) to print a Form I-20. NJC's International Student Coordinator serves as the Designated School Officer.
- The DSO signs and sends student the original Form I-20.
- Student pays SEVIS I-901 fee at www.ice.gov/sevis.
- Student makes an appointment with the U.S. Embassy or Consulate to interview for an F1 visa.
- Consular reviews application, confirms SEVIS fee payment, runs security check, interviews student, and potentially grants Visa.
- Student obtains the visa prior to departure to U.S.
- Student arrives in U.S. with passport, visa and Form I-20, then receives I-94 stamp at point of entry.
- Student arrives on campus and reports to DSO for updates and confirmation in SEVIS.
- Student completes an orientation and registration for the degree program.

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, Wyoming, and Commonwealth of Northern Marianas Islands. For more information please contact the NJC Office of Admission.

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 finds 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 late start classes, other special terms and (or) from unearned room and board is greater than the amount of the federal awards, NJC needs to return some of the funds 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 students 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 Office of Admission, 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.