



2021 STUDENT HANDBOOK

**North
Idaho
College**

► nic.edu/handbook

Fall 2020

DATES

Important

July

- 1 Payment plan registration opens for Fall Semester.
- 3 **Independence Day 'Observed.'** Campus closed.

August

- 3 Fall Semester textbooks available at the Cardinal Bookstore.
- 10 Fall Semester financial aid charges begin and continue through 2:30 p.m. October 30 at the Cardinal Bookstore.
- 13 **Admission application deadline** 5 p.m. for Fall Semester.
- 18 Faculty return to campus.
- 19 Housing and tuition charges due by 5 p.m. for students residing in the Residence Hall.
- 23 Tuition and fees due for students registered for Fall Semester.
- 23 Last day to submit Fall Semester SAP appeals for current students.
- 24 **Fall Semester begins.**
- 24-30 Fall Semester course add/drops.
- 31 Fall Semester course drops continue.

September

- 1-8 Fall Semester course drops continue.
- 4 Attendance rosters for Fall Semester course sections due by 10 a.m.
- 7 **Labor Day.** Campus closed.
- 8 Drop for non-attendance of Fall Semester course sections.
- 8 Last day to receive 100 percent refund for Fall Semester 2020.
- 9 Fall Semester course drops with a grade of W begin.

September (continued)

- 11 First Fall Semester financial aid disbursement.
- 27 Payment plan registration ends for Fall Semester.

October

- 12-16 Fall Semester midterm exams.
- 19-23 Fall financial aid SAP appeals accepted for current students.
- 20 Fall Semester midterm grades due by 10 a.m.
- 27 **Advising Day.** Classes that meet at 4 p.m. or later are in session.
- 30 Fall Semester financial aid charges end at 2:30 p.m. at the Cardinal Bookstore.

November

- 6 Second Fall Semester financial aid disbursement.
- 6 Last day to withdraw from full-length Fall Semester courses or college.
- 25-27 **Thanksgiving Holiday.** Campus closed.

December

- 10 Last day of regular Fall Semester classes.
- 11 **Curriculum Day.** Classes that meet at 4 p.m. or later are in session.
- 14-17 Fall Semester textbook buy back at the Cardinal Bookstore.
- 14-17 Final exams.
- 17 Fall Semester ends.
- 21 Spring Semester textbooks available at the Cardinal Bookstore.
- 22 Fall Semester final grades due by 10 a.m.
- 25 **Christmas Day.** Campus closed.
- 26-31 **Holiday Break.** Campus closed.

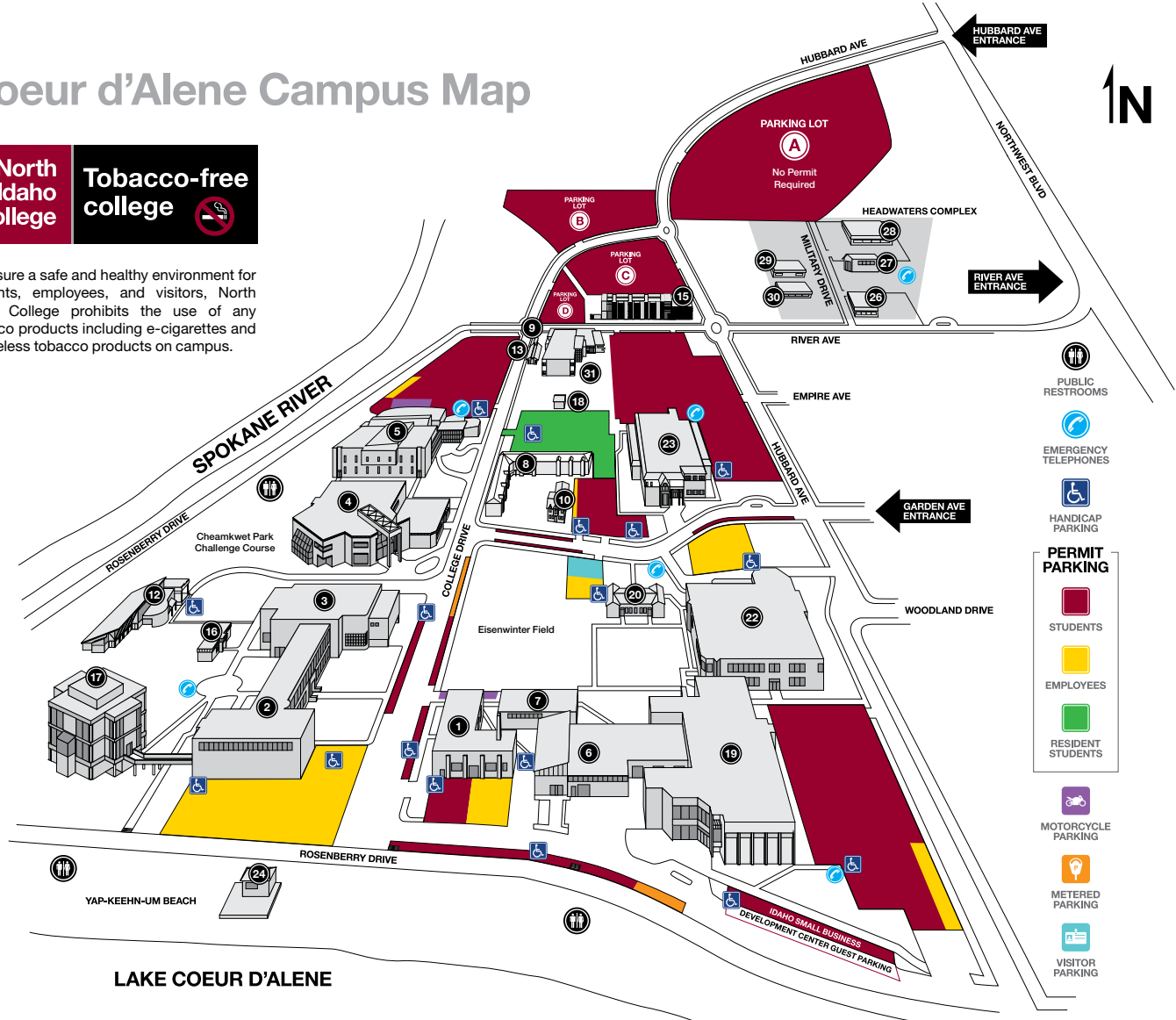
Spring 2021 Registration

- November 2 Registration begins for continuing students for Spring Semester.
- November 2 Payment plan registration opens for Spring Semester.
- November 6 Registration begins for continuing dual credit students for Spring Semester.
- November 9 Registration begins for former students for Spring Semester.
- November 16 Registration begins for new students including dual credit and non-degree for Spring Semester.
- December 24 **Admission application deadline** 5 p.m. for Spring Semester.

Coeur d'Alene Campus Map



To ensure a safe and healthy environment for students, employees, and visitors, North Idaho College prohibits the use of any tobacco products including e-cigarettes and smokeless tobacco products on campus.



Building Information

- | | | |
|---|---|--|
| <p>1 McLain Hall (MCL)
Outdoor Center, Graphic and Web Design Program</p> <p>2 Lee-Kildow Hall (LKH)
Cardinal Central (Campus Information, Student ID, Parking Services), Admissions, Office of Finance and Business, Financial Aid, Student Finance, Registrar, Cardinal Learning Commons (Math Education Center, Academic Tutoring), English and Modern Languages Division, Social and Behavioral Sciences Division</p> <p>3 Christianson Gymnasium (GYM)
Athletics Department, Gymnasium</p> <p>4 Edminster Student Union Building (SUB)
Market Food Court, Caffeinated Cardinal, Cardinal Bookstore, ASNIC Student Government Offices, Student Services (Advising), Career Services, Veteran and Military Family Services, Auxiliary Services, American Indian Student Advisor, TRIO, Food Pantry, Student Involvement, Title IX and Student Conduct, Victim Advocate and Violence Prevention</p> <p>5 Meyer Health and Sciences Building (MHS)
Health Professions and Nursing Division, Natural Sciences Division, Labs, DeArmond Auditorium, Rolphe Auditorium</p> <p>6 Siebert Building (SBT)
Information Technology, The Sentinel, Mail and Copy Center, Fleet Services</p> <p>7 Industrial Arts (IND)
Carpentry Lab</p> | <p>8 Residence Hall (RES)
Student Housing</p> <p>9 Post Hall (PST)
Athletics Department</p> <p>10 Fort Sherman Officers' Quarters (FSQ)
Heritage Conference Room</p> <p>11 Workforce Training Center
Workforce Training, Community Education</p> <p>12 Lakeside Center (LKC)
Children's Center</p> <p>13 Winton Hall (WIN)
Physical Education</p> <p>15 Bob and Leona DeArmond Building (DARM)
New Student Welcome Center, University of Idaho Office, Lewis-Clark State College Office</p> <p>16 Lee Hall Annex (LHA)
Writing Center, Modern Languages Lab</p> <p>17 Seiter Hall (STR)
Math, Computer Science, and Engineering Division; Counseling, Center for New Directions; Disability Support Services</p> <p>18 Fort Sherman Powder Magazine (FSM)
Study Area/Meeting Space</p> <p>19 Hedlund Building (HED)
Emery's Restaurant, Adult Education Center/GED®, Gizmo-CDA, Idaho Small Business Development Center, Venture Center, Business and Professional Programs Division</p> | <p>20 Sherman Building (SHE)
President's Office, Community Relations, Communications and Marketing, NIC Foundation, Alumni Association, Grants</p> <p>22 Boswell Hall (BOS)
Schuler Performing Arts Center; Corner Gallery; Communication, Fine Arts, and Humanities Division</p> <p>23 Molstead Library (MOL)
Library, Todd Lecture Hall, Testing Center, Computer Labs, Office of Instruction, Office of Planning and Effectiveness, eLearning, University of Idaho, University of Idaho Recruitment Office, LCSC, LCSC Recruitment Office</p> <p>24 Sunspot
Concessions and rentals (June-September)</p> <p>Headwaters Complex</p> <p>26 Facilities Operations (HWCA)
Custodial Services, Fleet Services - Key pick-up</p> <p>27 Human Resources (HWCB)</p> <p>28 Maintenance Department (HWCC)</p> <p>29 Landscape Services (HWCE)</p> <p>30 Security (HWCD)</p> <p>31 Student Wellness and Recreation Center (SWRC)
Recreational Sports, Learning Labs</p> |
|---|---|--|



NIC 2020

How to Succeed in Online Classes

TIPS

1. Stay Connected

A solid internet connection can make all the difference in online learning.

2. Login Every Day

Set aside time to login every day. Make it a habit to check your Cardinal Mail & Canvas Inbox every day. Login to each of your courses and check for new announcements.

3. Contact Your Instructor Right Away If You Run into A Problem

4. Make Appointments at the Testing Center Early

Consult your course schedule at the beginning of the term. If you see a proctored test on the schedule, contact the Testing Center and make an appointment EARLY.

5. Use Google Chrome Or Firefox

Use the most recent version of Google Chrome or Firefox when accessing Canvas.

6. Contact the IT Help Desk ASAP

If you encounter technical issues in your online classes (e.g. watching a video), contact the IT Help Desk so they can document and troubleshoot the issues. They can also help install Microsoft Office, connect to Cardinal WiFi, and answer other technical questions.

TOOLS

High Speed Internet

You should have a fast enough internet connection for your online classes if you have at least a 25Mbps connection or higher. You can test your connection speed at [speedtest.net](https://www.speedtest.net).

Microsoft Office

Most online classes will require you to use Microsoft Office to complete your course work. NIC students can [install Microsoft Office for free](#).

Technology Backup Plan

It's good to have a technology backup plan just in case you encounter issues with your computer or internet connection.

- NIC has several computers that students can use. For assistance locating these computers, see the [Student Labs & Computing Spaces Map](#).
- [NIC wireless access](#) is available at every NIC location. Connect to NIC-Cardinal-WiFi and login with your MyNIC credentials.

Contact the IT Help Desk at helpdesk@nic.edu, (208) 769-3280, or submit an IT ticket: nic.edu/it.

Contact the Office of eLearning at elearning@nic.edu or (208) 665-5095.



NIC 2020

Best COVID-19 Practices

The health and well-being of our students, faculty and staff is a top priority at North Idaho College.

Our [Fall 2020 webpage](#) details many of the steps we have taken to help NIC students have a rich college experience this fall, while remaining safe and healthy during this unique time. Check this webpage often for up-to-date information about our most current fall plans.

We have closely monitored the impact of the COVID-19 outbreak in our region since it began, and we will continue to do so. We are in regular contact with public health experts at Panhandle Health District and are guided by information from a collection of organizations including the local health district, Idaho Gov. Brad Little's office, the Idaho Department of Health and Welfare, and the U.S. Centers for Disease Control and Prevention.

Information about the college's response to COVID-19 can be found on our [coronavirus \(COVID-19\) webpage](#), including FAQs and links to related [student resources](#).

In addition to offering innovative ways for students to experience fall courses in-person, online, or in a hybrid format, NIC has employed multiple safety and enhanced cleaning protocols – all designed to maintain a safe, secure college environment.

We instituted mask and physical distancing requirements for all students, employees and visitors:

- Wear a mask or face covering over the mouth and nose while inside NIC facilities, whenever two or more people are present.
- Maintain 6 feet of physical distancing at all times, including indoors while wearing a mask.
- Wear a mask outdoors on NIC property whenever it is not possible to maintain 6 feet of physical distance from others.

To maintain a safe and healthy environment for everyone at NIC, you should also:

- Stay home if you are not feeling well.
- Wash your hands frequently and thoroughly with soap and water, and use alcohol-based hand sanitizer when hand-washing is not possible.
- Perform health self-assessments regularly. Several interactive, online tools are available to help you check yourself for coronavirus (COVID-19) symptoms. The CDC offers a [Coronavirus Self-Checker](#) and Johns Hopkins Medicine's [Coronavirus COVID-19 Self-Checker](#).
- When in doubt about your health or the health of others you care about, do not hesitate to reach out to your primary medical care provider or the Panhandle Health District Coronavirus (COVID-19) Informational Hotline: 877-415-5225, Monday to Friday from 9 a.m. to 5 p.m.

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If you are a student at **Parker Technical Education Center, Aerospace Center, Workforce Training Center**, or one of NIC’s three **outreach centers**, you may have access to additional satellite campus services and resources, outside of those found in this handbook.

Check with the front office at your location for more details.



SECTION 1

Campus Safety and Security

EMERGENCY ALERT SIGNUP

North Idaho College utilizes an alert system to notify students, employees, and community members in the event of an emergency. Students are automatically added to the emergency alert system. If your contact information changes, it is your responsibility to update your information.

To update your contact information:

1. Log in to the [MyNIC portal](#).
2. Search for contact information and select the “Contact Information” tile.
3. Ensure the “CELL Cell Phone” type is selected next to your cell number if you want to receive emergency text messages in addition to emergency emails.
4. Click the “Submit” button after making any changes.

If you are a Workforce Training Center student, student from another institution, or a community member who would like to receive NIC emergency alerts, you can be added to the system by texting #nicalerts to (208) 449-1272 from any mobile device or completing the [online form](#).

PRO TIP! Be sure to keep your information up to date so you will be informed in case of a campus or local area emergency.

NIC SECURITY *See also: Safe Campus*

Headwaters Complex
703 Military Drive
nic.edu/security • (208) 769-3310

NIC Security can be reached 24 hours a day, seven days a week, 365 days of the year by calling (208) 769-3310. Please call with questions or requests.

The personal safety and security of students, employees, and visitors is a high priority at North Idaho College. This information is provided to you as part of the college’s commitment to safety and in compliance with the Federal Crime Awareness and Campus Security Act.

Creating and maintaining a safe campus environment requires the cooperation and participation of everyone. All students, employees, and visitors must assume responsibility for their personal safety and the security of their property. NIC is safe but the possibility of crime exists everywhere. Thefts, assaults, and other crimes are rare, but can occur at NIC. Information on past and current crime statistics can be found on the security webpage. A truly safe campus is best achieved through the cooperation and knowledge from those who learn, work, and visit campus.

Please visit nic.edu/security for detailed information on crime statistics, annual security, fire reports, Title IX, and additional safety guidelines.

OUTDOOR EMERGENCY PHONES

Emergency phones are located across campus and can be identified by a flashing blue light on a black posts with a phone box attached. These emergency phones will connect you directly to Campus Security.

Any emergency or possible criminal action can be reported directly by any student, staff, or faculty member. In case of an emergency, call security quickly and do not assume someone else has called.

When using a cell phone to call 9-1-1, inform Campus Security separately after placing the emergency 9-1-1 call. Emergencies, day or night, should be reported to the Campus Security Office whenever possible. Security personnel can respond and initiate whatever action is necessary, including the notification of specific emergency services (police, fire, ambulance). Security officers will follow up on reports and take action as appropriate, including writing an incident report to document the circumstances.

Campus Security can also be contacted to request assistance with lock out, dead batteries, and other non-emergency issues.

SAFE CAMPUS

If you are concerned about a student, visitor, or co-worker, please start the conversation.

Campus violence prevention depends on you, the North Idaho College community, to notice and refer potentially worrisome behaviors or situations before they result in harm. People who receive help sooner rather than later may be less likely to experience more severe symptoms or cause harm to themselves or others. Safe Campus is a supportive process, not a disciplinary or punitive one.

Safe Campus depends on the referrals from the community (students, faculty, staff, and visitors) to keep North Idaho College a safe and enriching campus for all who live, study, and work here. Behaviors do not necessarily have to be law violations to be worrisome. The team evaluates all referrals seriously; however, not all behaviors warrant further case management at that time.

For examples of behaviors, circumstances, and possible indicators of developing concerns you may encounter in your daily interactions with others, visit nic.edu/security and click the “Safe Campus” link to the right. If you are aware of a situation that has indicators of concern, please share what you know with the Threat Assessment Team, Campus Security, or 9-1-1.

TITLE IX / SEXUAL HARASSMENT

Title IX and its implementing regulation, 34 C.F.R. § 106.31 (a), provide that no person shall on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any academic, extracurricular, research, occupational training, or other education program or activity operated by the college.

Any student, faculty, or staff member with questions or concerns about sex discrimination, sexual harassment, or who believes that he or she has been the victim of sex discrimination or sexual harassment may contact the Title IX Coordinator to discuss options, explain college policies and procedures, and provide education on relevant issues.

The Title IX Coordinator for North Idaho College is:
ALEX HARRIS, Director of Title IX, Student Conduct and Security
alex.harris@nic.edu • (208) 769-5970 • (208) 676-7156

CAMPUS VICTIM ADVOCATE

Edminster Student Union Building Room 200D (SUB - second floor)
studentsafety@safepassageid.org • (208) 769-3385

If you have experienced dating/domestic violence, sexual assault, or stalking, or you know somebody who has, you should consider contacting the Campus Victim Advocate.

In addition to NIC staff support, a Victim Advocate employed by Safe Passage has been trained to provide free and confidential support and help navigate campus and community resources as well as the criminal justice system. Safe Passage services also include a 24-hour hotline, housing, and medical resources, court support, and safety planning. A Victim Advocate can help navigate reporting options with other campus services such as the Title IV Coordinator and Student Resource Officer.

The Campus Victim Advocate is located on the second floor of the Student Union Building in Student Services, room #200D. The Safe Passage 24/7 Hotline is (208) 664-9303.

GREEN DOT

nic.edu/greendot • lbcovey@nic.edu • (208) 769-7863

The Green Dot Bystander Intervention is a program often facilitated on college campuses. The program is based on the belief that as a community, each individual has a role to play within their personal barrier and comfort level, to help keep the NIC campus safe.

Traditional prevention programs may only approach men as potential perpetrators and women as potential victims. NIC's Green Dot approaches all students, staff, administrators, and faculty as allies. The Green Dot program was conceived in the college setting to prevent dating violence, sexual violence, and stalking. It relies on the premise that if everyone does their small part and commits to individual responsibility, the combined effect is a safe campus culture that is intolerant of violence. The college-based curriculum draws heavily on the experiences of college students and the reality of this issue in their lives. This curriculum uses interactive activities to reinforce core concepts and encourages students to envision their future and the world in which they want to live, then aligns their bystander behavior with that vision. Green Dot trainings are generally scheduled twice per semester.

Email or call to find out more about how to receive Green Dot training.



SECTION 2

Academic Support

ADVISING SERVICES

Edminster Student Union Building (SUB - second floor)

nic.edu/advising • (208) 769-7821

Advising Services offers educational guidance and support for student success at North Idaho College. Advisors can assist you with:

- ▶ **Educational Planning** - Advisors assist you in creating your educational path and preparing an efficient transfer plan to continue your education after leaving NIC.
- ▶ **Reading and Interpreting “My Progress” in Student Planning** - “My Progress” in Student Planning is a powerful tool for determining requirements that you have already satisfied and for selecting courses that count toward your intended program. “My Progress” can also be used to determine your graduation timeline! Advisors will help you review “My Progress” and counsel you on your educational plans.
- ▶ **Assistance with Program Selection** - Advisors will help you explore the opportunities, fit, and requirements of NIC program offerings.
- ▶ **Registration Problem-Solving** - Advisors can help you address common registration issues, understand registration restrictions, and troubleshoot finding a seat in a closed class necessary for program progression. Advisors can also help you explore course options, make changes to your schedule, review registration holds, and assist with planning and preparing for advising and registration.
- ▶ **Academic Difficulty** - Advisors can help you evaluate past academic performance and discover the skills and resources necessary to achieve your educational goals. Advisors can connect you with academic and specialized campus services.
- ▶ **Identifying a New Advisor** – Staff in Advising Services can help you identify the professional or faculty advisor to best guide you on your particular educational path.

New students are required to meet with an advisor prior to registration. Advisors are assigned students according to their intended program of study. An advisor may be a professional advisor or a faculty advisor. To find out who your advisor is, log in to MyNIC and click on Self-Service → Student Planning → Plan & Schedule → Advising. You may email your advisor from the Advising page or you may look up them up in the NIC Directory and call them to schedule an appointment.

Students are assigned an advisor upon their enrollment at NIC. If you have questions about your advisor assignment, please contact Advising Services.

Advising Services specializes in advising students pursuing an Associate of Arts or an Associate of Science degree. Students pursuing a career or technical program or certificate may be assigned an advisor outside of Advising Services.

PRO TIP! Meet with your advisor regularly to discuss your academic and career goals, to track your program progress, and always before making significant schedule changes.

CAREER SERVICES

Edminster Student Union Building (SUB - second floor)

nic.edu/career • career@nic.edu • (208) 769-7821 • Also available virtually via Zoom!

Career Counseling Services offers counseling and support to help ensure that your education is purposeful, to assist you in choosing and achieving meaningful career and life goals, and to increase your lifelong opportunities for success.

Discover your purpose! Determine which career will be right for you. Career Counselors can assist you with:

- ▶ **Career Counseling** - Counselors assist you in exploring your interests, skills & abilities, values, preferred job characteristics, and personality, and how they relate to meaningful, and fulfilling career options.
- ▶ **Career Assessments** - Career Counselors will help you access the best tools for exploring careers, and provide education and guidance in understanding the results, and practical ways to apply them.
- ▶ **Informational Interviews with Professionals in the Community** - Career Counselors can refer you to local professionals who are doing the work you are considering for inside information, tips, and mentoring, and to help you determine whether you can see yourself in this career.
- ▶ **Career Information & Resources** - Career Counselors can help you access up-to-date accurate information about careers including preparation requirements, wages, employment outlook, transfer colleges that offer the required training, and more.
- ▶ **Interest Areas Online Guide** - Helps you explore career assessment results in terms of which academic programs and pathways at NIC match your strengths and interests.
- ▶ **Online Job/Internship/Volunteer Listings** – Register for and access online job listings for NIC students and graduates at all levels of education and experience.
- ▶ **Web Site for 24/7 Assistance** – We’ve been working hard to provide a wide variety of tools regarding how to choose a career, how to explore careers, and how to search for experiential opportunities, all on our web site for immediate access. There’s even a site dedicated to First-Year Students. And a New Student Orientation module regarding Career and Academic Pathway Exploration: nic.edu/orientation

Zoom workshops and Zoom one-on-one appointments are available to meet your needs. Don’t wait — connect with Career Services early.

PRO TIP! Students with career goals within their first year of college are 50% more likely to complete school. [Community College Completion Study, CCRC]

TRIO STUDENT SUPPORT SERVICES

Edminster Student Union Building (SUB - second floor)

nic.edu/trioss • (208) 769-5979

TRIO Student Support Services provides supports to first-generation, low-income students, and students with disabilities who plan to graduate from NIC and transfer to a four-year college or university. Support is offered through academic planning, workshops, referral services, individualized tutoring, scholarship searches, college visitations, cultural events, computer labs, and academic program advising.

To qualify for support services you must:

1. Be enrolled in a transferrable associate's degree program at NIC (full-time students have priority)
2. Demonstrate a need for academic support in order to successfully complete an NIC degree or transfer to a four-year college
3. Fall into at least one of three targeted groups:
 - Individual with disabilities.
 - First-generation college student.
 - Low-income individual.

CARDINAL LEARNING COMMONS *See also: Math Education Center*

Lee-Kildow Hall (first floor)

nic.edu/clc • (208) 769-3206

The Cardinal Learning Commons (CLC) houses the Math Education Center and a free, unlimited Academic Tutoring program to help students succeed in their college courses. Students who visit the CLC also have access to campus computers, loaner calculators, digital equipment charging stations, academic workshops, GoPrint services, and plenty of room to relax, study, or complete homework assignments.

The CLC also offers academic success and personal development courses for all students that equip them with strategies and life skills they will use throughout college and beyond.

PRO TIP! NIC recommends all students sign up for tutoring in the first week of the semester and online scheduling is available from the CLC webpage.

MATH EDUCATION CENTER *See also: Cardinal Learning Commons*

Cardinal Learning Commons Lee-Kildow Hall (first floor)

nic.edu/clc/mec • (208) 676-7139

The Math Education Center (MEC) is a robust resource designed to enhance student success in mathematics courses. The MEC provides math support for all mathematics courses and skill levels. Math preparation, tutoring, study groups, workshops, academic coaching, and other supports are available free to NIC students. Contact the Math Education Center or visit the web page to learn more about these and other math support opportunities.

PRO TIP! Complete a math course during your first year at NIC. Start early, finish on time!

TESTING CENTER

Molstead Building (second floor)
nic.edu/testingcenter • (208) 676-7203

At the NIC Testing Center, you can complete both online and paper testing in a quiet, comfortable environment that adheres to both NCTA and ADA guidelines.

Services include NIC course testing, placement assessment, TEAS, CLEP and outside college or university testing.

DISABILITY SUPPORT SERVICES

Seiter Hall (first floor)
nic.edu/dss • (208) 769-5947

Disability Support Services (DSS) is committed to ensuring that students with documented disabilities are able to fully participate in NIC academic programs, services, and activities. The Americans with Disabilities Act defines disability as a physical or mental impairment that substantially limits one or more major life activities.

For qualified students, DSS can facilitate class accommodations, assistive technology, interpreter services, access, and other assistance. Disability Support Services is a confidential service and is staffed with professional access specialists who are here to assist you toward successful completion of your program and studies. To learn more about DSS services, call or email the office.

PRO TIP! If you anticipate needing any type of accommodation or have questions about the physical access provided, please call the event coordinator or DSS in advance of your participation or visit.

WRITING CENTER

Lee Hall Annex (behind Lee-Kildow Hall and Christianson Gymnasium)
nic.edu/writingcenter • (208) 769-3298

The Writing Center provides scheduled one-on-one appointments with consultants who will help work on all stages of writing. Help is available for walk-in or scheduled appointments and includes a variety of current writing resource materials.

PRO TIP! Free coffee is available to students utilizing the Writing Center. Students working in the center also may print up to 20 pages of a writing project for free.

MOLSTEAD LIBRARY

Molstead Building (first floor)
nic.edu/library • (208) 769-3355

Molstead Library is a valuable resource for students and has:

- More than 80,000 books, DVDs, and other resources.
- Easy access to more than 80 web-based databases including thousands of e-books, electronic journals and magazines, and 14,000+ streaming video titles you can view at home.
- Reference staff available to assist you with your own research or the research process.

- 56 computer workstations with MS Word and the latest Microsoft Office productivity software.
- Individual study tables and group study rooms are available.

Molstead Library offers mobile printing, laptop lending, interlibrary loan, and learning and outreach services for students at NIC's satellite campuses.

INFORMATION TECHNOLOGY HELP DESK

Siebert Building / IT Help Desk (first floor)

nic.edu/it • (208) 769-3280

The IT Help Desk provides students at North Idaho College assistance by serving as a centralized point of contact for all technical support services. [Contact the IT Help Desk](#) for help with MyNIC, Canvas, Cardinal Mail, Cardinal WiFi, and other technical questions. Whether the problem is with email, your password, online courses, or other technical issues, the IT Help Desk will assist.

► Get Technical Help

Submit a ticket: nic.edu/it

Email: helpdesk@nic.edu

Phone: (208) 769-3280

In-person: Siebert Building Room 101

[Search IT Knowledge Base](#)

► NIC Account Access

Your NIC account provides you access to the [MyNIC portal](#), [Self Service](#), [Canvas](#), [TechSmith Knowmia](#), [Cardinal Mail](#), [Office 365](#), [Cardinal Life](#) and [Cardinal WiFi](#).

Keep your NIC account and information safe by managing your password. To change your password, go to nic.edu/mynic and select the Change Password button. See the [User Authentication Guidelines](#) for information about secure password creation and management.

► MyNIC Portal

The MyNIC portal is where you can access Self Service, Canvas, Cardinal Mail, Cardinal Life and many other NIC services.

- Access: Select the MyNIC link on nic.edu or use the direct link: my.nic.edu. Log in using your NIC account.
- Search: Use the search field at the top of the page to find what you're looking for.
- My Favorites: Select the heart on icons/services that you often need to access to add it to your My Favorites section (ex. TechSmith Knowmia).

► NIC Student Email

Cardinal Mail is your student email account. You can log in to Cardinal Mail by selecting the Cardinal Mail button after you log in to the MyNIC portal at nic.edu/mynic. Official communications from NIC will be sent to this email account, including important deadlines, financial aid, registration, and other information.

- [Sync your email on your phone.](#)
- [Forward your email to another email account.](#)
- [How to identify a phishing email.](#)

► **Microsoft Office 365**

NIC provides an Office 365 subscription for every student. This subscription enables students to download Microsoft Office (Word, PowerPoint, Excel) for free. The Office 365 subscription also provides students with 1TB of OneDrive storage space.

- [Install Microsoft Office for free.](#)
- [Use OneDrive for online file storage.](#)

► **Cardinal WiFi**

[NIC wireless access](#) points are in every building on the Coeur d'Alene campus. Access points are also at the Parker Technical Education Building, NIC at Sandpoint, Bonners Ferry Center, and Aerospace Center.

- For Students: Choose NIC-Cardinal-WiFi, log in with your NIC credentials.
- For Campus Visitors: Choose NIC-Public-WiFi, open a web browser, click “continue” to accept the NIC wireless policy.
- See the [External WiFi Campus Map](#) for the best wireless access locations outside of NIC’s buildings.

► **Labs and Student Computing Spaces**

Several computers are available for students to use.

- For assistance locating the labs, see the [Student Computing Spaces Map](#).
- [How to access student lab computers remotely.](#)

► **Mobile Printing**

Print from anywhere to the student print stations in Molstead (MOL) and Edminster Student Union Building (SUB) by going to nic.edu/mobileprint.

- See the [Mobile Printing Quick Guide](#) for instructions.
- Mobile Printing Cost: Black & White .05¢ or .08¢ double-sided & Color .25¢.
- Students automatically receive \$2 a semester for printing.

CANVAS

Department of eLearning / Molstead Building (second floor)

nic.edu/elearningstudents • (208) 665-5095

Canvas is the learning management system (LMS) used to deliver online, hybrid and web-enhanced courses at North Idaho College. Canvas includes basic functionality for sharing documents, submitting assignments, taking tests, and collaborating online. Canvas is known for its user-friendly online environment and ability to easily connect instructors and students both in and out of the classroom. You can access Canvas via the button on the MyNIC portal or directly at nic.instructure.com.

Canvas resources and self-help guides for students are available on the department’s webpage.



SECTION 3

Campus Support and Services

CARDINAL CENTRAL

Lee-Kildow Hall (first floor)

cardinalcentral@nic.edu • nic.edu/cardinalcentral • (208) 769-3311

(208) 769-3399 – Fax

Cardinal Central is a one-stop service center for students offering assistance with Admissions, Financial Aid, Registrar, and Student Finance functions. Cardinal Central is your destination for questions about applying to college, paying fees and tuition, completing the FAFSA, applying for scholarships and work study, and parking pass ordering.

There is no need to wait in line! Students visiting the Cardinal Central Office can eliminate the wait by signing up for a spot through QLess or sending a text.

- Download the QLess app at qless.com and sign in, or
- Text cardinal to (208) 268-6485 and respond to the prompts.

► Registrar

The Registrar oversees registration, schedules courses and revisions, releases records at your request, coordinates the transfer of credit, commencement, graduation, and more. If you need assistance, staff members are available by phone, mail, email, or at the Cardinal Central Office. Forms may be submitted by mail, fax, or in-person.

► Financial Aid

The North Idaho College Financial Aid Office is committed to assisting students in paying for their education while assuming as little debt as possible.

There are four types of financial aid:

1. Grants – need-based aid that you don't have to pay back.
 2. Work-Study – aid that you have to earn (i.e. a job on campus with a biweekly paycheck).
 3. Loans – aid that you pay back after you graduate or if you drop below half-time (6 credits) enrollment.
 4. Scholarships – aid that you don't pay back and is awarded based on achievement, need, community involvement, or campus engagement.
- **Work-Study**
Work-Study is one way students can work to earn funds to assist with educational expenses they incur. The earlier the FAFSA is completed the more likely students are to qualify for Work-Study as the funds are limited and are awarded on a first-come, first-served basis. Work-Study eligibility is determined by your FAFSA.

Once the Work-Study hiring requirements have been completed, students can work up to 20 hours per week

and are paid on a biweekly basis. Students are allowed to earn up to their award total only. Preview available Work-Study jobs at nic.edu/workstudy.

- **Scholarships**

Scholarships are another way you can fund your education. Find out more about scholarships from the North Idaho College Foundation, and those from the State of Idaho and other external programs.

The NIC Foundation provides approximately \$1 million in scholarship funding to assist North Idaho College students each year! All students are encouraged to apply. Do not assume that you will not qualify as each scholarship has different eligibility criteria and many do not consider GPA. The Foundation offers hundreds of scholarship opportunities through one simple application.

To apply, go to nic.edu/mynic and log in to your MyNIC account. Click on “NIC Foundation Scholarship Application” under Bookmarks.

The NIC Foundation Scholarship Application priority deadline is March 1st for aid during the following academic year. However, you may submit at any time and it is highly recommended that you have an application on file each year.

- ▶ **Cardinal Card**

Cardinal Central makes and distributes Cardinal Cards (student IDs). The Cardinal Card is your official college ID and is required to conduct business at all campus departments. Funds can be added to your card as Cardinal Cash, which is a prepaid, declining balance similar to a debit card. This allows you to have flexible spending options for bookstore purchases, printing, and dining services.

A Cardinal Card is required for:

- Access to computer labs.
- Checking out library materials.
- Free admission to a variety of college events.
- Discounts at off-campus locations (visit nic.edu/shoplocal to view participating businesses).
- Software purchases in the Cardinal Bookstore.
- Loading money through to your card for purchases on campus.
- Outdoor Pursuits equipment rentals.
- Access to the Student Wellness and Recreation Center.

To get your Cardinal Card, stop by Cardinal Central during posted office hours with a government issued photo ID (driver’s license, passport, tribal ID, military ID, etc.). The first Cardinal Card is free. A \$20 replacement fee is charged for all lost or damaged cards. Visit nic.edu/cardinalcard for more information.

PRO TIP! Add money to your Cardinal Card by using the “Cardinal Cash via Get Funds” button on MyNIC.

DINING SERVICES

Edminster Student Union Building (SUB – first floor)
nic.edu/diningservices • (208) 769-3359

Campus dining is provided by The Market, located in the Student Union Building. A variety of menu items for students are available. Visit Sodexo online for hours and more information or download the Bite App. This app offers a calendar of daily and weekly menus, specials, new items, ingredients, and calorie and nutritional information. To download this free app, just search “Bite by Sodexo” in the App Store or Google Play.

The Caffeinated Cardinal, also located in the Student Union Building, is available for a coffee or espresso drink, a refreshing smoothie, or even some light snacks.

Vending machines are also found in nearly every building on campus.

CENTER FOR NEW DIRECTIONS

Meyer Health and Sciences Room 261

nic.edu/cnd • (208) 769-3447

The Center for New Directions (CND) at North Idaho College is designed to assist single parents and displaced homemakers with community resources and exploration of career and educational paths. Additionally, the CND delivers retention and completion support programs to students and future students who are enrolled in or express an interest in Career Technical Education (CTE) and meet one of the following criteria:

- ▶ **Career Pioneers (non-traditional occupation):** Anyone who is training to work in a field traditionally held by the opposite gender.
 - ▶ **Single Parents:** A single parent with primary financial and custodial responsibility for supporting dependent children and who must gain employment skills in order to earn a living.
 - ▶ **Displaced Homemakers:** Anyone who must seek training or paid employment outside the home due to separation, divorce, death, or disability of spouse.
- Career Pioneers (non-traditional occupation): Anyone who is training to work in a field traditionally held by the opposite gender.
 - Single Parents: A single parent with primary financial and custodial responsibility for supporting dependent children and who must gain employment skills in order to earn a living.
 - Displaced Homemakers: Anyone who must seek training or paid employment outside the home due to separation, divorce, death, or disability of spouse.

Some examples of services include:

- Career and education exploration.
- Admissions assistance.
- Educational program requirements.
- Workshops covering a variety of topics.
- Referrals for campus and community services.
- Academic and time management planning.
- Educational services.
- Career services and job preparation resources.
- Additional individual support.

CHILDREN'S CENTER

nic.edu/childcenter • (208) 769-3471

The NIC Children's Center is a nationally accredited, dual-function, early childhood program that serves as NIC's Child Development Lab School while providing high-quality child care services to NIC's students, faculty, and staff.

Services are prioritized for children of NIC students with six or more credits. Children of NIC faculty and staff teaching

nine credits or working a minimum of 19.5 hours per week are also served; however, slots are very limited due to the prioritization of student's children. Several different options are offered for enrollment.

The Children's Center has a limited number of Head Start slots for NIC student/faculty/staff parents who meet the Children's Center eligibility requirements as well as the Head Start eligibility requirements, which is provided at no cost to the family. Head Start is a school-readiness program that provides education and support for young children and their families.

To get on the waitlist, visit the website. To apply for a Head Start slot, please call or stop by the center to complete the application. All non-Head Start slots are filled on a first-come, first-served basis.

STUDENT HEALTH AND WELLNESS SERVICES

Seiter Hall Room 100

nic.edu/studenthealth • (208) 665-4520

North Idaho College offers Health Prevention and Education events and activities throughout the school year. Students are encouraged to visit the Student Health and Wellness webpage to view a calendar of upcoming events. This page includes a number of health resources and clinics that offer a variety of care services throughout North Idaho and Eastern Washington.

COUNSELING SERVICES

Seiter Hall Room 100

nic.edu/therapy • (208) 769-3445

There are many adjustments that are part of coming to college and counselors can help you navigate through them if you are struggling or just need a little help. Students may experience a variety of challenges including stress, depression, and anxiety, as well as issues with time management and relationships during their college years. Many students find it helpful to discuss their concerns with a professional. Licensed counselors offer students access to a wide range of counseling services, resources, and referrals. Counseling Services works in collaboration with other campus services to maximize your opportunities for student success and reaching your academic goals. Professional support staff provide a supportive and confidential environment for you to explore your concerns and learn new skills to deal more effectively with problems that may interfere with your personal well-being and academic goals.

Information cannot be released to anyone outside the Counseling Services unless authorized by you or required by law such as if you reveal that you are a threat to yourself or others. Counselors cannot provide long-term counseling. In some cases, you may be referred to other campus or community resources that will best meet your needs. Counseling Services are available at no cost to enrolled students. During hours of operation, if you need immediate care, counseling services staff will do their best to meet your needs.

EMERGENCY ASSISTANCE *See also: Center for New Directions, Veterans Services, Therapeutic Counseling Services, and ASNIC*

► Food Pantry

Edminster Student Union Building Room 004 (SUB – lower level)

The NIC Food Pantry is a safe and welcoming place designed to meet the needs of NIC students and employees who are facing food insecurity. Contact the food pantry using the email or phone number above to schedule a visit. Pantry staff will make every effort to make an appointment that works around your schedule. Cardinal

Card required. Donations are always accepted.

► **Attorney Consulting**

Edminster Student Union Building (Student Services Office, SUB – second floor)
(208) 676-7156

Students in need of legal advice can get one hour of free consultation from an attorney. To get this benefit, students need to go to the Vice President of Student Services Office.

► **Accident Insurance**

Edminster Student Union Building (Student Services Office, SUB – second floor)
(208) 676-7156

If you are enrolled in one or more credits, you are covered by the NIC Student Accident Policy. This policy covers accidents that may occur on NIC property (including outreach centers) or at campus-sponsored events. If an accident occurs, a report should be completed within 72 hours. Student accident report forms are available online or at the Vice President of Student Services Office. Claims for an incident must be filed within 90 days of initial treatment in the Vice President for Student Services Office.

AMERICAN INDIAN STUDENT CENTER

Edminster Student Union Building (SUB – lower level)
nic.edu/aiss • (208) 769-3365

The American Indian Student Advisor provides primary and supplemental advising and academic support services to American Indian students.

Services offered generally mirror the services provided in Advising Services, which include:

- **Educational Planning** – assistance in creating your educational path and preparing an efficient transfer plan to continue your education after leaving NIC.
- **Reading and Interpreting “My Progress” in Student Planning** – “My Progress” in Student Planning is a powerful tool for determining requirements that you have already satisfied and for selecting courses that count toward your intended program. “My Progress” can also be used to determine your graduation timeline!.
- **Assistance with Program Selection** – help in investigating the opportunities, fit, and requirements of NIC program offerings.
- **Registration Problem-Solving** – addressing common registration issues, understand registration restrictions, and troubleshoot finding a seat in a closed class necessary for program progression. Advisors can also help you explore course options, make changes to your schedule, review registration holds, and assist with planning and preparing for advising and registration.
- **Academic Difficulty** – reviewing past academic performance and discover the skills and resources necessary to achieve your educational goals. Advisors can connect you with academic and specialized campus services.
- **Navigating NIC** – guidance in understanding processes associated with financial aid, academic appeals, and paperwork that may be required by your respective tribal funding rules.

The center also serves as a place of contact for students who wish to participate in the American Indian Student Alliance club.

PARKING SERVICES

nic.edu/parking

Parking Services expedites the safe and orderly conduct of campus business and provides parking facilities within the limits of available space. A valid parking permit is required for any vehicle, except motorcycles and vehicles displaying handicapped plates or placards, parked at the main NIC campus and the Career Technical Education Facility (CTE) during the academic year. Parking services are available on-line. Please visit the website at nic.edu/parking to purchase your parking permit. For a complete listing of permit services and enforcement, visit the webpage.

VETERAN AND MILITARY FAMILY SERVICES AND VETERANS RESOURCE CENTER

Edminster Student Union Building (SUB - lower level)

vetcenter@nic.edu • nic.edu/veterans • (208) 929-4028

The North Idaho College Veteran and Military Family Services Office is committed to supporting the unique needs of those who have served, are currently serving, as well as their dependents in defining and achieving their educational, personal, and career goals.

The Veterans Resource Center (VRC) provides a valuable one-stop environment for student veterans and military family members. VRC services range from admissions, registration, and academic advising assistance, to accessing educational and VA information, computer lab access, career exploration tools and many other resources, as well as a place to relax, study, or socialize.

The VRC has:

- Veteran and Military Family Services Advisor and Veterans Coordinator Offices
- Lounge Area - refrigerator, microwave, and coffee
- Computer lab
- Study tables
- GI Bill, admissions, academic, and career information
- Campus and local area reference material
- Information about local area veterans events
- Referrals to off-campus resources
- Liaison with Disability Support Services
- Regular visits by Spokane Vet Center counselor



SECTION 4

Student Involvement and Success

PRO TIP! Get involved. Seek out a club, volunteer, participate with Associated Students of North Idaho College (ASNIC), or join a rec sports team. There are many other opportunities to grow, learn, and succeed outside of the classroom.

ASSOCIATED STUDENTS OF NORTH IDAHO COLLEGE

Edminster Student Union Building (SUB – second floor)

nic.edu/asnic • (208) 769-7761

ASNIC is the student government on campus and is committed to representing and serving the students of North Idaho College. Students are elected to the governing body in April and receive a monthly stipend, leadership training, and valuable experience. They strive to make a difference in the daily lives of current and future students. ASNIC officers maintain office hours in support of creating and fostering communication across campus to strive for continued quality improvement in campus life.

ASNIC provides access and support for a variety of student-based services: student events, writing center, ST. ASNIC Christmas Giving program, attorney consulting, crisis relief funds, and more.

ASNIC also helps fund more than 30 student clubs active at NIC. Each club receives start-up money from ASNIC and funds are available to help clubs with projects, adventures, and more. Log in to your student Cardinal Life account to see a current list of clubs and meeting times, or stop by the ASNIC offices on the second floor of the Edminster Student Union Building (SUB) for more information.

► **Cardinal Life (formerly CardinalSync)**

nic.edu/cardinallife

Cardinal Life is your connection to campus life at North Idaho College. Every NIC Student and employee has a secured user profile with Cardinal Life, which can be accessed through the MyNIC portal at nic.edu/mynic.

- Access the most up-to-date news and events on campus.
- Join ASNIC clubs.
- Connect with activities and programs: Outdoor Pursuits, Volunteer Programs, ASNIC student government, leadership programs.
- Customize notifications to receive alerts about activities and events.
- Consolidate your academic and extracurricular calendars.
- Track your involvement with clubs and volunteer programs.

How to log in:

1. Log in to your MyNIC account.
2. Click on the Cardinal Life icon.
3. Verify your credentials.
4. Browse organizations, clubs, and more

► **Volunteer Programs and Community Engagement**

Edminster Student Union Building (SUB - second floor)

nic.edu/volunteer • (208) 769-7841

Student Volunteer Programs and Community Engagement provide opportunities for students and employees to serve local communities. Staff can help you find community-based organizations that you may volunteer with or help develop a service-learning opportunity for you. Contact Volunteer Programs to learn about local nonprofit needs and programs.

Get involved with one of these opportunities:

- *Day of Service*: A full-day event in fall and spring semester when the whole campus comes together to volunteer at multiple local nonprofits and learn about how they serve the community.
- *Alternative Spring Break*: Make a difference during your Spring Break. Join student volunteers as they travel to help support the mission of a nonprofit and get involved in working with the organization. The week is full of learning opportunities, leadership development, and eye-opening experiences. Applications are available in February.

► **Student Events**

The ASNIC Student Events Board provides quality programming to NIC students and the campus community as well as offering student involvement opportunities outside the classroom. Student Events Board members receive a monthly stipend, leadership training, and earn valuable planning experience. New members are hired in the fall and spring. Applications are found at the Cardinal Card and Information Booth on the first floor of the Student Union Building when there are vacancies on the board.

STUDENT WELLNESS AND RECREATION CENTER

Student Wellness and Recreation Center (SWRC)

nic.edu/swr • (208) 769-4536

STUDENT WELLNESS AND RECREATION INCLUSION STATEMENT

Student Wellness and Recreation celebrates diversity and authenticity. We demonstrate a commitment to creating a safe community that welcomes and respects everyone.

Student Wellness and Recreation has something for everyone, from a state-of-the-arts-facility to recreational sports and group fitness classes — there is something for you! SWRC membership is available to NIC full-time, part-time and dual credit students. A wide variety of leagues, tournaments, and special events are offered, such as flag football, basketball, volleyball, dodgeball, and fun races. SWRC also hosts a variety of health and wellness programs including nutrition workshops, yoga and spinning classes, and health education programs. Check out recreational sports, fitness programs, outdoor pursuits, the climbing wall, and the challenge course for department specific SWRC programming.

- Full-time students (those with at least 12 credits) in the fall/spring semesters have access to the facility for free (paid for by student fees).
- Students taking less than 12 credits are considered part-time and must purchase a membership. Semester membership is determined by the number of credits a student is registered for and is a one-time fee each

semester. Please contact the front desk at SWRC for specific costs (208) 769-5939.

- Dual credit students under the age of 18 must have a parent or guardian present to sign the SWRC access waiver when purchasing a membership.
- All members must have a Cardinal Card issued by the Cardinal Card Office in order to have access to the facility.

The SWRC employs students for various leadership positions such as front desk attendant, recreational sports officials, and climbing wall attendants. Students looking for a job in Student Wellness and Recreation, please ask for a job application at the front desk of the SWRC.

GROUP FITNESS PROGRAMS

Student Wellness and Recreation Center (SWRC)

campusrec.nic.edu • (208) 769-4536

Group Fitness provides the NIC community a chance to participate in group workouts in a setting that is energizing, motivating, and exciting. Trained instructors will provide safe and fun workouts that help build overall strength and endurance. Group Fitness offers multiple classes throughout the week at no cost for SWRC student members. A few group fitness classes offered are indoor cycling, group strength, yoga, and Queenax.

If you are a member of the SWRC and would like to participate in classes, simply register online or visit the SWRC Front Desk and ask for help registering.

CLIMBING WALL

Student Wellness and Recreation Center (SWRC)

nic.edu/climbingwall • (208) 769-7809

The SWRC Climbing Wall is designed with both the first-time climber and the seasoned climber in mind. Easier routes help with learning the fundamentals while more challenging routes will help hone fitness and climbing skills. Each new climber receives a safety orientation, a lesson on climbing skills, and will be encouraged to participate at their comfort level.

Hours of operation and details on specific programming such as New Climber Night and Women's Climb Night can be found online.

RECREATIONAL SPORTS

Student Wellness and Recreation Center (SWRC)

nic.edu/recsports • (208) 769-4536

Looking for something fun during the week? Want to meet new people with similar interests? Get involved with Recreational Sports! Recreational Sports is a great way to get in some physical activity for the day and relieve stress from your classes. Different divisions — such as women's, men's, doubles, corec — are offered for different sports season. Recreational sports offers single day tournaments and seasons that last two to three weeks. Winners of different activities and sports will receive an exclusive Rec Sports Champ T-shirt. Recreational Sports is open to current NIC students, faculty, and staff.

NIC CHALLENGE COURSE

Student Wellness and Recreation Center (SWRC)

McLain Hall

nic.edu/challengecourse • (208) 769-5941

The NIC Challenge Course offers student and community groups the opportunity to step out of their comfort zone in a fun and exciting way while building trust and comradery within their team. Custom-designed programs to suit the needs and desired outcomes of your organization are offered, ranging from ground-based team building activities to high-flying fun in the trees. Please call Outdoor Pursuits, or stop by the Outdoor Center in McLain Hall to inquire about bookings.

OUTDOOR PURSUITS *See also: Student Wellness and Recreation Center (SWRC)*

McLain Hall

nic.edu/op • (208) 769-7809

Outdoor Pursuits exercises both body and mind through wilderness-based, environmentally sound outdoor adventures. Activities foster educational growth through self-awareness, teamwork, and risk-taking. Outdoor Pursuits provides a nonprofit outdoor service with trips and rentals for students, staff, and the community.

Trips and activities are provided at a minimal cost to you. Hiking, whitewater rafting, surfing, and rock-climbing, sailing, skiing, and snowshoeing are just a few of the many adventures offered. No experience necessary! Programs are designed for the first-timer. Check out the calendar at campusrec.nic.edu.

Take advantage of the low-cost rental equipment! Whether you need a tent for some car camping or a whitewater raft for a month-long trip, Outdoor Pursuits can provide the gear to make your trip an adventure to remember. A full list of rental equipment and rates can be found online.

ATHLETICS

nic.edu/athletics • (208) 769-3348

NIC has a cheer team and both fall and winter sports teams. Fall sports include men and women's golf, softball, soccer, and women's volleyball. Spring sports include men and women's basketball, golf, as well as women's softball, and men's wrestling. Students get free admission to games with their Cardinal Card. The game schedules can be found on the athletics webpage.

FINE ARTS

(208) 769-3276

There are multiple ways for students interested in art, theatre, and music to be involved at NIC.

► Music

Do you sing or play an instrument? We have a place for you in one of our vocal or instrumental ensembles. Consider joining the Chamber Singers, Cardinal Voices, Cardinal Choral, Wind Symphony, Cardinal Pep Band, NIC Jazz Band or Cardinal Chamber Ensemble. These groups perform multiple times throughout the year.

► Theatre

Enjoy theatre and ready to show your talent? NIC produces two performances each year and invites students to participate both center stage and behind the scenes.

► **Clubs**

- Aspiring Artists Club: Connect with fellow artists by showing your work at one of the biannual juried art shows or the community art festival, Art on the Green.
- Artists, Vagabonds, and Such: The Theatre program also has an active club for students looking to connect with fellow performers and entertain audiences in various performances throughout the year.

► **Free Public Performances**

Free art shows, music, theatre and vocal performances are scheduled throughout the year. Be up-to-date on all NIC fine arts events by signing up for email notifications at nic.edu/eventsignup.

NIC STUDENT PUBLICATIONS

► **The North Idaho College Sentinel**

admin@sentinel.com • nicsentinel.com • (208) 769-3388.

The Sentinel is a student-run news organization that serves the North Idaho College community. The Sentinel can be found on newsstands across campus, on Facebook, Twitter, Instagram, and on the Sentinel website.

► **Trestle Creek Review**

jafrey@nic.edu • nic.edu/tcr

Trestle Creek Review (TCR) is an annual publication which sponsors many literary events in the North Idaho region as well as events at NIC throughout the year. Copies of the TCR can be found across campus and are archived online.



SECTION 5

Student Code of Conduct and Related Policies

STUDENT RIGHTS AND RESPONSIBILITIES

Students are responsible for attending the courses in which they are enrolled. Failure to attend during the first two weeks of a full-semester course or first week of short-term or summer courses will result in a drop for non-attendance. If necessary, student financial aid awards and veteran benefits will be adjusted if they are dropped for non-attendance. Students are also expected to read and comply with the NIC Student Conduct Policy 5.06 found on the NIC website. The manual covers student information on policies and procedures for some items such as admissions, grading, attendance, and many other items. If a hard copy of the policy is needed, please visit the Student Services Office located in the Student Union Building.

Students who receive financial aid have additional rights and responsibilities as they relate to applying for and receiving financial aid from North Idaho College.

PRO TIP! Students are strongly encouraged to know the NIC Student Conduct Policy 5.06, found on the NIC website.

ALCOHOL AND DRUG ABUSE PREVENTION

North Idaho College recognizes the health risks and costs associated with the use of illicit drugs and the abuse of alcohol, and is committed to providing a drug-free and alcohol-free educational environment which supports the mission of the college.

Employees, students, and members of the NIC Board of Trustees participate in and fully support the process of developing and reviewing the drug and alcohol policy and the implementation of educational and prevention programs.

NIC assures compliance with the Drug Free Schools and Communities Act by regularly monitoring that its printed information is distributed, providing online anytime anywhere access to the NIC Drug and Alcohol Policy, offering preventive and educational programs regarding alcohol and drug use, and implementing appropriate training for employees.

There are substantial legal sanctions pursuant to local, state, and federal law which may be levied against individuals for the unlawful manufacture, distribution, possession or use of an illegal drug, or controlled substance. The law often treats drug offenses as a criminal matter punishable by substantial fines, imprisonment, or other severe sanctions.

The health risks associated with the inappropriate use of drugs include, but are not limited to, physical and psychological addiction, physical, psychological and spiritual deterioration, disease, and death.

The college supports participation in programs for the prevention of the inappropriate use of drugs, controlled substances and tobacco/alcohol abuse. NIC's Health and Counseling Services can provide confidential assistance with drug and alcohol abuse problems. Assistance is available to provide educational training programs, health information, and preliminary evaluation and counseling for possible referral for outside medical assistance. Individuals may get more information through the Director of Student Disability, Health and Counseling Office at (208) 769-7794.

By providing this explanation of policy, the college hopes to encourage elimination of all forms of substance abuse and to help those who currently may be involved to stop use and get appropriate help.

TOBACCO

North Idaho College is committed to maintaining a healthy and safe environment conducive to learning for all students, employees, and visitors. The purpose of the tobacco-free college guideline is to reduce harm from secondhand smoke, provide an environment that encourages individuals to be tobacco-free and establish a college culture of wellness.

NIC Guidelines prohibit the use, distribution, or sale of all tobacco products including traditional cigarettes, cigars, cigarillos, electronic cigarettes, pipes, hookahs, smokeless spit tobacco, or snuff/snus.

It applies to all areas of the campus and all NIC activities including:

- NIC-owned residences including the Residence Hall
- The NIC beachfront
- All NIC owned or leased vehicles
- The free distribution of tobacco products on college campus
- The acceptance of money or gifts from tobacco companies
- Tobacco advertisements in college-sponsored publications.

NIC offers students the opportunity for free tobacco cessation programs and treatment. For more information about these policies, visit the NC Health Services webpage at nic.edu/healthservices and click one of the links to the bottom right.

STUDENT RECORDS/PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA) requires that North Idaho College adopt guidelines concerning the right of a student to inspect his or her educational record. Read more information concerning FERPA, directory information, consumer information at nic.edu/ferpa.

The Registrar's Office will assist students who want to inspect their records. Records covered by FERPA will be made available within 45 days and the college may charge reasonable fees for preparing copies for students. The college reserves the right to have a college representative present during the review of the student's record and the representative may offer interpretation of the data within the record.

Some records may be withheld by the college. For example, academic transcripts are routinely withheld if the student has a financial obligation to the college. Medical records may be released to the student's physician rather than to the student. Students may not inspect financial information submitted by their parents, confidential letters associated with admissions or records to which they have waived their inspection rights. In the event a record contains information about other persons, the college will release only the portion of the record that pertains to the student. The college will not release records that are not owned by the college. Directory information consists of: student's name, address, telephone number, email address, major, dates of attendance, classification, participation in officially recognized activities, weight and height of members of athletic teams, degrees, certificates, awards received, and previous educational institutions attended.

Students may request through the Registrar's Office that the college not release directory information. Students should fill out the [opt-out form](#) and submit it to the Registrar's Office.

Additional Resources

GENERAL

NIC ALUMNI ASSOCIATION

Sherman Building
Room 106
nic.edu/alumni
(208) 769-7806

DUAL CREDIT

Cardinal Learning Commons
Lee-Kildow Hall
Room 118
nic.edu/dualcredit
(208) 625-2329

LOST AND FOUND

Campus Security Office
Headwaters Complex
703 Military Drive
nic.edu/security
(208) 769-3310

CARDINAL BOOKSTORE

Student Union Building
(first floor)
bkstr.com/nicstore/home
(208) 769-3364

NICULARTS DELI

Hedlund Building
(second floor)
nic.edu/emerys
(208) 769-7763

NURSING ROOM FOR MOTHERS

Mother's Nook
Lee-Kildow Hall
Room 211 (second floor)
nic.edu/nook

STUDENT COUNSELING SERVICES

Seiter Hall
Room 100
nic.edu/therapy
(208) 665-4520

GRADUATION INFORMATION

Registrar's Office (Cardinal Central)
Lee-Kildow Hall
nic.edu/graduation
(208) 769-3311

RESIDENCE HALL

nic.edu/SUB/housing
paula.czirr@nic.edu
(208) 769-5932

OTHER CAMPUSES

AEROSPACE CENTER

1845 Dakota Avenue,
Hayden, ID 83835
ace@nic.edu
nic.edu/aerospace
(208) 625-2344

PARKER TECHNICAL EDUCATION CENTER

7064 W Lancaster Rd,
Rathdrum, ID 83858
Technical Advising
techadvising@nic.edu
(208) 769-3448
nic.edu/ptec
(208) 769-4040

WORKFORCE TRAINING CENTER

525 South Clearwater Loop,
Post Falls, ID 83854
nicworkforcetraining@nic.edu
nic.edu/wtc
(208) 769-3333

BONNERS FERRY CENTER*

6791 Main Street, Ste. B,
Bonners Ferry, ID 83805
bonnerctr@nic.edu
nic.edu/bonnerrsferry
(208) 267-3878

NIC AT SANDPOINT

102 S Euclid, Ste. 309,
Sandpoint, ID 83864
sandpoint@nic.edu
nic.edu/sandpoint
(208) 263-4594

**Note: This location will permanently close Spring 2021.*

