

The Pirate's Code



*Batten down the
hatches, Matey...
Learn the code or
walk the plank!*

EMERGENCY

IT'S ALL IN YOU

NorthCentral MISSOURI COLLEGE

FIRST THREE WEEKS

August 20

Move-In Day

Water Fun on the Residence Lawn 12-2:00 pm

(Sponsored by Residence Life)

Bar-B-Q on the Residence Lawn 4-6:00 pm

(Sponsored by Residence Life)

Movie on the Residence Lawn 9:00 pm

(Sponsored by Residence Life)

August 21

Bar-B-Q, Ketcham Community Center, Sugg Room 6:00 pm

(Sponsored by Baptist Student Union)

Hypnotist, Ketcham Community Center 7:30 pm

(Sponsored by Residence Life and Student Senate)

August 22

Organization Fair on the NCMC Lawn 11-1:30 pm

August 23

Ice-Cream & Farmers Golf on the Residence Lawn 7:00 pm

(Sponsored by Baptist Student Union)

August 24

Hot Dogs & Hay Bales on the Geyer Lawn 6:00 pm

(Sponsored by Ag Club)

August 25

Dodgeball Tournament, Ketcham Community Center 7:00 pm

(Sponsored by Basketball Club)

August 29

Smores on the Residence Lawn 8:30 pm

(Sponsored by Residents Assistants)

August 30

Skate Night at Roll-O-Rama, 919 Industrial Drive Trenton 7-9:00 pm

(Sponsored by Phi Theta Kappa)

August 31

Volleyball & Brats on the Residence Lawn 6:30 pm

(Sponsored by Baptist Student Union)

September 1

Texas Hold'em & Snacks, Sugg Room 7:00 pm

(Sponsored by Delta Epsilon Chi)

September 6

Ambassador Idol, Ketcham Community Center 6:00 pm

(Sponsored by Student Ambassadors)

September 7

Tie Dye (Bring white, 100% cotton, washed garment), Selby Lawn 7:00 pm

(Sponsored by Fellowship of Christian Athletes)

September 8

Ice Cream Social, Cross Hall Coffee Shop 5:00 pm

(Sponsored by Phi Mu Epsilon)

September 15

Steve Edwards Lecture and Book Signing, Cross Hall 9:30-11:00 am

Steve Edwards Lecture and Book Signing,

Ketcham Community Center, 6:00-7:00pm

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NON-DISCRIMINATION POLICY

The College does not discriminate on the basis of race, color, religion, national origin, gender, age or handicap in the administration of its educational policies, admissions policies, scholarship, grant or loan programs and College activities.

Anyone having inquiries concerning the College's compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Human Resources Director, North Central Missouri College, 1301 Main, Trenton, MO 64683, (660) 359-3948, ext. 1502.

Persons with print-related disabilities may request this publication in an alternate format by contacting a advisor at (660) 359-3948, ext. 1405.

Important Dates

2011

Thursday, April 14
Friday, April 15
Registration (OAR)

Tuesday, April 26
Friday, May 6
Tuesday, May 10
Monday, May 16
Tuesday, May 17
Thursday, May 19
Tuesday, May 24
Thursday, May 26
Monday, May 31
Tuesday, May 31
Wednesday, June 1
Friday, June 3
Monday, June 6
Tuesday, June 7
Wed., June 8
Thursday, June 9
Friday, June 10

Tuesday, June 14
Friday, June 17
Thursday, June 23
Friday, June 24
Friday, July 1

Monday, July 4
Tuesday, July 5
Wed., July 6
Thursday, July 7
Thursday, July 14
Friday, July 15
Tuesday, July 19
Thursday, July 21
Friday, July 26
Thursday, July 28
Tuesday, August 2
Friday, August 5
Monday, August 8
Tuesday, August 9
Saturday, August 20
Monday, August 22

Friday, August 26

Monday, Sept. 5
Friday, Sept. 16
Friday, Sept. 30
Friday, Oct. 14

Tuesday, Nov. 1
Tuesday, Nov. 15
Friday, Nov. 18
Thursday, Dec. 8
Friday, Dec. 9
Friday, Dec. 9
Tuesday, Dec. 13
Dec. 23-Jan. 2

2 pm COMPASS placement test
Noon – 4 pm Summer Orientation, Advising &

Priority scholarship deadline for fall 2011
Noon–4 pm Summer OAR
Summer Intersession begins
Summer Intersession add/drop ends
Summer Intersession withdrawal deadline
Noon–4 pm Summer & Fall OAR
2 pm COMPASS placement test
2 pm COMPASS placement test
Noon–4 pm Summer & Fall OAR
Memorial Day—College closed
2 pm COMPASS placement test
Summer textbook charges open at NCMC Bookstore
Summer Intersession ends
Summer Full-term & Session 1 begins
2 pm COMPASS placement test
Summer Full-term & Session 1 add/drop ends
2 pm COMPASS placement test
Noon–4 pm Fall OAR
Summer textbook charges end
2 pm COMPASS placement test
Noon–4 pm Fall OAR
Noon–4 pm Fall OAR
Summer Session 1 withdrawal deadline
Summer Session 1 ends
Summer financial aid refund
Priority application deadline for fall financial aid (guarantees aid will be processed prior to book charges, payment deadlines and for timely refunds)
Independence Day—College closed
Summer Session 2 begins
Noon–4 pm Fall OAR
Summer Session 2 add/drop ends
2 pm COMPASS placement test
Summer 2nd half of loans refund
Noon–4 pm Fall OAR
Summer Full-term & Session 2 withdrawal deadline
2 pm COMPASS placement test
Summer sessions end
8 am—Noon Fall OAR
Drop deadline for non-payment
Fall textbook charges open at NCMC Bookstore
8 am—Noon Fall OAR
Residence Halls Move-In Day
Fall semester begins
Final drop list for non-payment
Fall add/drop ends
Fall textbook charges end
Labor Day—College Closed
Grant and scholarship refunds
Loan and program refunds
Fall mid-term
College closed
Priority application deadline for spring financial aid
Noon–4 pm Spring 2012 OAR
Fall withdrawal deadline
Fall semester ends
Spring Intersession begins
5 pm Residence Halls close
8 am—Noon Spring 2012 OAR
Holiday Break—College closed



Investing in your education is one of the best decisions you can make for a more prosperous and rewarding life. Choosing to begin your studies at North Central Missouri College, with its experienced faculty and staff dedicated to your success, is a good choice indeed.

Welcome to NCMC. Whether you are a recent high school graduate, wanting to update your skills or returning to school to begin a new career, you can take advantage of the many programs offered here. With transfer programs, career technical programs, a variety of workforce training and community-based personal & professional development opportunities, many doors are open for you.

NCMC annually delivers 38,000 credit hours with day, evening, weekend and online classes for our students. We cover 15,000 square miles – the largest region of any community college in Missouri. Our industrial partners reach from Maryville to Brookfield and provide customized training and internships leading to an employment level on the rise.

With student clubs, organizations, and Student Senate, NCMC offers an array of enriching opportunities for student involvement & connections, as well as four intercollegiate sports teams – baseball, softball, and men's & women's basketball.

Our campus tutoring center (the ARC), complete with two computer labs, is free to students. Its dedicated staff has made this nationally certified program a vital component of student success.

I am confident that at NCMC you will find the inspiration, the support and the resources you need to succeed. I invite you to explore the schedule of classes, visit the campus or check out the rest of our website for more information. Also, be sure to inquire about our wide-ranging financial assistance and scholarship opportunities.

Neil Nuttall, Ed.D., President



NCMC Mission

The mission of North Central Missouri College is to assist individuals in our educational/business community to attain their goals through open admission, reasonable costs, progressive curriculum and services—delivered by a caring, competent staff in a safe, technology-rich learning environment.

Vision

North Central Missouri College optimizes learning.

Accreditation & Memberships

North Central Missouri College is accredited as an institution of higher education by the Missouri Department of Higher Education and The Higher Learning Commission, a commission of the North Central Association of Colleges and Schools.

What are your educational goals? What is your ultimate goal? Do you desire to transfer to a four-year university? Do you wish to earn a two-year degree which will prepare you for employment in a specific occupational area? Does earning a one-year career and technical certificate sound more enticing? Are you considering full-time or part-time status? If you are not certain which path you would like to take, call the Advising Department, extension 1418, to schedule a personal consultation with one of our academic advisors.

Whether your goal is to complete a bachelor's degree, enter a professional program or prepare for employment with occupational training, North Central Missouri College offers a program designed to meet your individual needs. NCMC awards four types of degrees as well as career certificates.:

Associate in Arts (A.A.)

Associate in Arts in Teaching (A.A.T.)

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

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

DEFINITION OF ADVISING

Academic advising is a developmental process in which students are assisted and guided in clarifying their life/career goals and in developing educational plans for realizing those goals. It is a decision-making process that is ongoing, multi-faceted and the responsibility of both student and advisor.



ASSOCIATE OF ARTS (AA)

The Associate in Arts degree is often referred to as the university transfer program. Students planning to complete a Bachelor of Arts or Bachelor of Science degree or enter a professional program at a four-year college or university should work toward an Associate in Arts degree.

Students awarded AA degrees are assured transfer to Missouri public universities through the Missouri Articulation Agreement and are accepted with junior standing at most Missouri public institutions, having fulfilled freshman and sophomore requirements with a solid foundation for upper class study. Credits earned in this program are accepted at state colleges and universities and many private institutions.

Students receive individualized advisement in the selection of courses in order to meet the requirements of the transfer institutions in the college majors selected. Articulation guides for specific course transfer are available from the advisors, and NCMC website at www.ncmissouri.edu.

Transfer students not planning to earn the Associates in Arts degree should carefully select courses that meet the general education or transfer requirements of their particular transfer school. A minimum recommendation is that students complete NCMC's 42 credit hour General Education Core.

ASSOCIATE IN ARTS IN TEACHING (AAT)

The AAT degree includes a 42 hour general education core, 12 hour teacher education core and 8 hours of electives. A minimum final cumulative GPA of 2.5 is required for graduation. Candidates must achieve a minimum score of 235 on each sub-section of the CBASE.

ASSOCIATE IN APPLIED SCIENCE (AAS)

The Associate in Applied Science degree is designed to prepare a student for employment in a specific occupational area. For most majors, the AAS is not designed as a transfer degree.

Agreements are in place with several colleges and universities to facilitate transfer of some AAS degrees into four-year programs. www.ncmissouri.edu/programs/degrees_and_certificates/aas

Associate in Applied Science degrees are comprised of about 15 credit hours of general education courses and a minimum of 46 (up to 58) credit hours of courses most appropriate to address the intended outcome of the career program.

Students receive individualized advisement regarding course selections most appropriate to their individual career goals. A recommended curriculum is listed for each career program offered at NCMC.

ASSOCIATE IN GENERAL STUDIES (AGS)

The Associate in General Studies degree is for students who wish to further their education,



but who choose not to meet the requirements of either the AA degree or the AAS degree. Courses required for this degree may transfer, but will not necessarily fulfill the general education requirement at a four-year college or university. A minimum final cumulative grade point average of 2.0 and a minimum of 60 credit hours are required for graduation.

CAREER CERTIFICATES

NCMC offers career certificate programs in accounting, agriculture, business management, criminal justice, early childhood development, marketing, medical assistant, nursing or business technology. The certificate is designed to be completed in approximately one year and helps graduates gain job skills for immediate employment. In most cases, a certificate program leads directly into an Associate in Applied Science degree for those who decide to continue their education.

ARTICULATED OR TRANSFER CREDIT

It is important to know what credit you have already earned that can be applied to your degree at NCMC. That is why you need to note the credit you may have already earned toward your degree at NCMC through dual credit, vocational and technical school credit and credit earned from another college. Knowing this information prevents you





from repeating courses, saving time and money.

THE TESTING & CAREER CENTER

The testing and career center provides accessible and comprehensive testing programs including career exploration assessments. The center is located in the Alexander Student Center on the NCMC campus. Further testing questions may be directed to the testing coordinator at extension 1407.

Placement Scores

By taking the ACT, Compass or Asset we can determine your placement scores. Placement scores are used to place you in the level of math, writing or reading that is appropriate for your skill level.

Students may study for the test and see sample test questions by going to the Academic Resource Center website: www.ncmissouri.edu/dept_pgs/arc.

If your placement scores are below the minimum for a course that is required for your degree, you will be placed in the appropriate developmental course. This will give you the tools to succeed in the required

course. See page 7.

Developmental Studies classes do not apply toward any degree requirements in any program.

BUILDING YOUR EDUCATIONAL PLAN

Before preparing your schedule consider the classes you have already completed, the developmental studies course you may need, and your status as a full-time or part-time student.

Check the college catalog to determine if the class you want is offered every semester or every other year. Determine how the

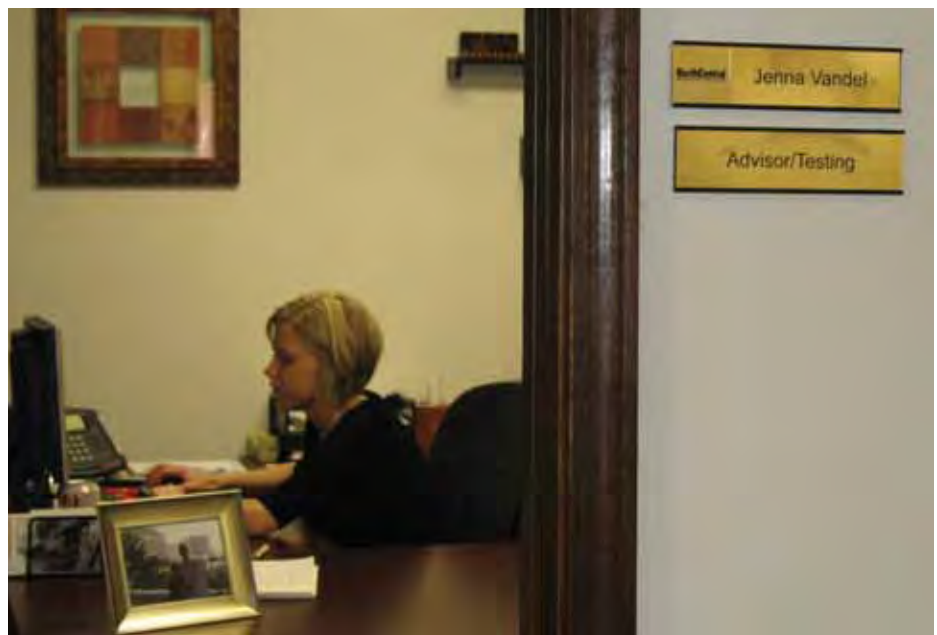
class is offered. Is it on campus or online or at an outreach site?

College Catalog

The college catalog is often referred to as a “contract” between the student and NCMC because it lists the many degree requirements you agree to take. The end result, after successfully completing the requirements stated in the college catalog, will be a degree awarded by NCMC.

The college catalog can be found online at: www.ncmissouri.edu/publications/catalog. The college catalog also discusses the many programs of study, course descriptions, NCMC employee information, campus map, finals schedule and the academic calendar.

The college catalog is a critical tool for you to use throughout your college career.



Developmental Skills Course Sequence

Below is the sequence of classes required in each area should you test into Developmental Skills classes. Successful completion of a Developmental Skills Course is the prerequisite for the higher course in that area.

ENGLISH SEQUENCE	READING SEQUENCE	ALGEBRA SEQUENCE	NON-ALGEBRA MATH SEQUENCE
<p>Writing Improvement DS025</p>	<p>College Reading DS015</p>	<p>Pre-Algebra DS048</p>	<p>Pre-Algebra DS048</p>
<p>English I EN101</p>	<p>American History to 1877 HI103 or National Government PL216</p>	<p>Basic Algebra DS049</p>	<p>Career program requirement such as:</p> <p>Agricultural Math AG117 ——</p> <p>Math for Allied Health Sciences AH106 ——</p> <p>Business Math BT110 —— or other</p>
		<p>Intermediate Algebra MT110</p>	
		<p>Math Concepts MT121 or College Algebra MT122 or Statistics MT125 or Pre-Calculus MT148</p>	

Course Schedule Worksheet

SUMMER 20 _____

1st Four Week Session

Maximum 6 hours

FALL 20 _____

Hours

Total

Total

2nd Four Week Session

Maximum 6 hours

SPRING 20 _____

Hours

SUMMER 20 _____

1st Four Week Session

Maximum 6 hours

FALL 20 _____

Hours

Total

Total

2nd Four Week Session

Maximum 6 hours

SPRING 20 _____

Hours

SUMMER 20 _____

1st Four Week Session

Maximum 6 hours

FALL 20 _____

Hours

Total

Total

2nd Four Week Session

Maximum 6 hours

SPRING 20 _____

Hours



Attend an OAR Session (Orientation, Advising and Registration) to ensure academic success!

The Alexander Student Center staffs academic advisors that implement Orientation, Advising and Registration for new students. By attending an O.A.R. session new students become acclimated with the tools they will need to be successful on their academic journey. Academic advisors will discuss the Catalog and course offerings, student activities, the Family Education Rights and Privacy Act (FERPA), Blackboard, Pirate Card, how to manage course schedules, financial aid, demonstrate how to use your SAIL account, discuss disability services, and lastly, discuss the many great services that help you succeed including the Academic Resource Center (ARC), Student Support Services (SSS) and library services. Advisement will proceed after the orientation segment. Students then have the opportunity to collaborate with an advisor and other students in their degree program to select an appropriate first semester schedule.

To make an appointment for an OAR session, please call Student Services at 660-359-3948, extension 1418 to make an appointment so we may help you on your path to academic success.

Orientation, Advising & Registration Dates

SUMMER 2011

Friday, April 15	Noon - 4:00 pm
Tuesday, April 26	Noon - 4:00 pm

FALL 2011

Tuesday, May 17	Noon - 4:00 pm
Thursday, May 26	Noon - 4:00 pm
Friday, June 10	Noon - 4:00 pm
Friday, June 17	Noon - 4:00 pm
Thursday, June 23	Noon - 4:00 pm
Wednesday, July 6	Noon - 4:00 pm
Tuesday, July 19	Noon - 4:00 pm
Friday, July 29	Noon - 4:00 pm
Tuesday, August 2	8:00 am - Noon
Tuesday, August 9	8:00 am - Noon

SPRING 2012

Tuesday, November 15	Noon - 4:00 pm
Thursday, December 1	Noon - 4:00 pm
Tuesday, December 13	8:00 - Noon



DAY ABBREVIATIONS

M	Monday
T	Tuesday
W	Wednesday
R	Thursday
F	Friday
	Saturday/Sunday

OUTREACH CLASS LOCATIONS

BF	Brookfield	SJ	St. Joseph
CH	Chillicothe	UE	Unionville
CN	Cameron	GN	Gallatin
BY	Bethany	GW	Gower
ML	Maryville	E1/E2	Online
MN	Milan	Z1	Intersession
SY	Stanberry		

IMPORTANCE OF ADVISING

Meeting with your advisor is extremely important. Be sure to contact your faculty advisor before enrolling in classes. Without advisement, you could enroll in classes you do not need, enroll in classes that have prerequisites that you haven't met and possibly delay your graduation!

ENROLLING IN CLASSES THROUGH SAIL

Open a web browser and go to www.ncmissouri.edu. Select the "Current Students" tab then select "Sail Login".

Next, enter your NCMC ID number as your user name and your Social Security number as your password.

The 'Verify an Account' screen will appear on your first login. Complete the required information. Once verification is complete, logout and log back in to enroll in courses.

For assistance with SAIL login, contact the NCMC Help Desk at ext. 1214.

SEARCHING FOR COURSES

From your SAIL home page click "Find Courses". Enter a keyword such as 'Algebra', or enter a course code such as 'MT', or enter a time period such as 'Spring 2011', or enter the session like 'Online'. Then click "Search" to view a list of classes.

Classes listed beside a green open book are available. Classes with a red closed book are no longer open. You may join a wait list for this class if you wish. You will be notified via your Pirate email account if a seat becomes available. You then have 24 hours to login to your SAIL account and register for the course. The system will not automatically register you for the class. You must login and register yourself. Failure to register for the course in the 24 hour time period will drop you to the bottom of the wait list. And should you be notified a second time of an available seat and fail to register in the allotted time, you will be removed from the wait list. The wait list process ends one week before classes begin.

ADDING/DROPPING AND WITHDRAWING COURSES

Classes may be added and dropped through the first week of the semester.

Once the add/drop week has expired, the only way to drop a class is to complete and submit a withdrawal form. The withdrawal form is available in the Student Services offices located in the Alexander Student Center.

Before withdrawing from a class consider the following: your financial aid may be affected as well as scholarships, veterans benefits, A+ funding, etc.

You are still financially responsible for the class.

GRADES

Grade point average (GPA)

is the standard term used to describe a student's overall academic level. Only courses in which a student receives a grade (not Pass/Fail) apply to the grade point average. To compute GPA, use the formula below and the following grade value points:

A=4, B=3, C=2, D=1, F=0 & FA=0.

1. Compute the number of grade points earned per class. For example, a three (3) credit hour course completed with a grade of "B" (3 grade value points, see above) would yield a class grade point of 9 (3 credit hours x 3 grade value points).
2. Add together all the grade points earned to date.
3. Add together all the credit hours attempted to date. Do not include Pass/Fail classes.
4. Divide the total number of grade points earned by the total number of credits attempted.

Or you may use the GPA Calculator at www.ncmissouri.edu/services/counseling_testing_advising.

Academic Standards

It is not expected that all students who enroll at North Central Missouri College will achieve at the same level, and no policy of the College is intended to discourage the sincere, conscientious person. However, each student is expected to make reasonable progress toward graduation.

To maintain good standing, the student must achieve a cumulative grade point average corresponding to the total hours attempted at NCMC as follows:



0-14	credit hours	1.50	GPA
15-29	credit hours	1.66	GPA
30-44	credit hours	1.83	GPA
45+	credit hours	2.00	GPA

A student falling below these standards or not complying with Admissions/Registration requirements may be placed on academic probation for a period of one semester. At the end of the probationary period, the student may be subject to academic suspension unless significant progress has been achieved. Students subject to academic suspension have a right to appeal the suspension. Please contact the Dean of Student Services for instructions related to the appeal process. Academic suspensions usually remain for at least one semester. Students suspended for academic reasons must appeal in writing for reinstatement.

GRADUATION

Graduation requirements for each degree and certificate program are outlined in the Programs of Study section of the college catalog.

All degrees and certificates require a minimum cumulative grade point average. AA, AAT, AGS, AAS and certificate candidates, with the exception of nursing students, must take an exit test during the last semester at NCMC. Some programs of study have additional graduation requirements.

Application for Graduation

Submit an Application for Graduation for each certificate or degree sought.

Applications must be received by **March 1** to complete in May or July of that year or by **October 1** to receive your certificate or degree in December. Applications are available online.

Suggested submission dates:

May 1 to graduate the following December

November 1 to graduate the following May

December 1 to graduate the following July.

To view the entire graduation checklist visit http://www.ncmissouri.edu/registrar/Pages/grad_checklist.aspx.

RELEASE OF EDUCATION RECORDS GUIDELINES

The Family Educational Rights and Privacy Act of 1974 (commonly referred to as “**FERPA**” or the “Buckley Amendment”) is designed to protect the confidentiality of the records that educational institutions maintain on their students and to give students access to their records to assure the accuracy of their contents. FERPA affords you certain rights with respect to your education records.

Your rights under FERPA are:

1. Access to Education Records—the right to inspect and review your education records within 45 days of the day the College receives a written request for access, anytime after your enrollment at the institution.
2. Request for Amendment of Education Records—the right to request amendment of your education records if you believe they are inaccurate or misleading.
3. Disclosure of Education Records—the right to consent

to disclosures of personally identifiable information in your education records, except to the extent that FERPA or any superseding law authorizes disclosure without your consent.

4. Compliance—the right to contact the Family Policy Compliance Office with a complaint concerning the College’s compliance with the requirements of the Buckley Amendment. For more information, contact the College Registrar.

DEFINITIONS

North Central Missouri College uses the following definitions in this policy.

Education Records—Any record maintained by the College directly related to a student, **with the following exceptions:**

1. Records made by College employees which are kept in the sole possession of the maker, are used only as a personal memory aid and are not accessible or revealed to any other person

except a temporary substitute for the maker of the record.

2. Employment records unless the employment is contingent on the fact that the employee is a student.

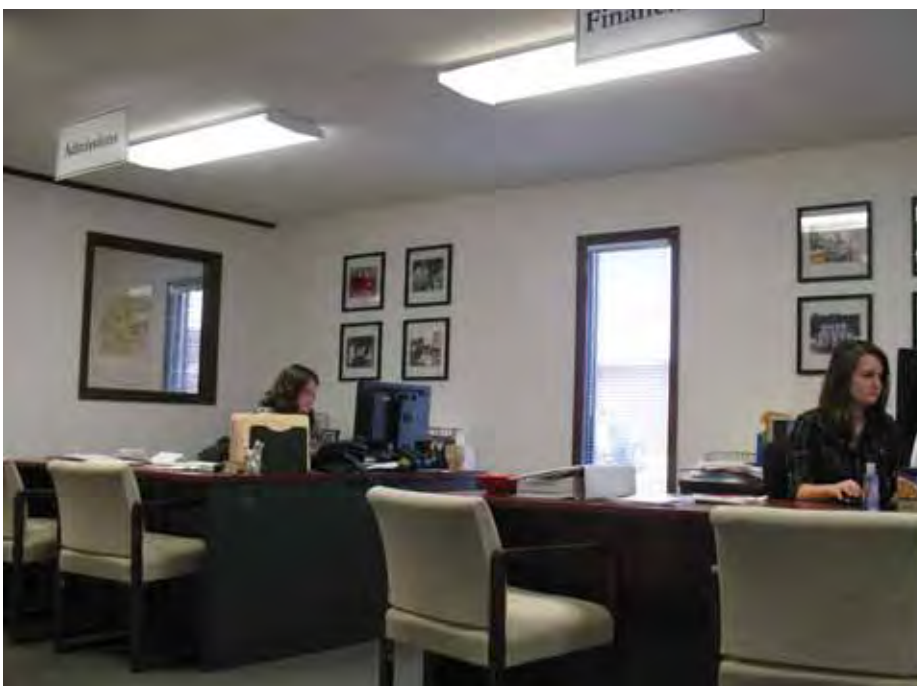
3. Records maintained and used by professionals or paraprofessionals (e.g., physician, psychiatrist, psychologist, or counselor) only in connection with treatment of a student, and disclosed only to individuals providing the treatment. Such health records may be reviewed by a physician or other appropriate professional of the student’s choice.

4. Alumni records containing information about individual after they are no longer students at the College.

Legitimate Educational Interest

A school official has a legitimate educational interest when the official needs to review an education record in order to fulfill his or her responsibility on behalf of the College, such as when the official is performing a task that is specific in his or her job description or by a contract agreement or other official appointment; performing a task related to a student’s education; performing a task related to the discipline of a student; or providing a service or benefit relating to the student or student’s family, such as health care, counseling, job placement, or financial aid.

School Official—A person employed by the College in an administrative, supervisory, academic, research or support staff position; individuals or entities with whom the College has contracted (e.g., an attorney or auditor, the State Council on



Higher Education, the National Student Clearinghouse); individuals serving on the Board of Trustees; and students conducting College business (e.g., serving on official committees, working for the College, or assisting another school official in performing his or her tasks).

Student—Any person who attends or has attended the College.

For more information, please see www.ncmissouri.edu/registrar/Pages/guidelines_release_records.aspx.

PAYMENT PROCEDURES

To ensure enrollment, your bill must be paid in full by the fee deadline for the semester or you will need to contact Cashier/Default Manager Sharalyn Robinson (ext. 1513) in the Alexander Student Center, or Student Accounts Officer Whitney Allen (ext. 1508) in the Frey Administrative Center to arrange a payment plan.

In order for you to register for classes after the fee deadline, you will be required to pay in full or set up a payment plan (one time \$25 non-refundable fee) and make a payment at the time of registration.

IMPORTANT: Students will be dropped from classes if payment has not been made or a payment plan is not in place by the fee deadline.

PAYMENT PLAN SCHEDULE

Summer Due Dates

May 15, June 15 & July 15

Fall Due Dates

August 1, September 1, October 1 & November 1

Spring Due Dates

December 14, February 1, March 1 & April 1



Any balance not paid by the final payment date as indicated above will be subject to an additional \$40 late payment fee. Unpaid balance will be sent to collections.

NOTE: Changes to your schedule could result in a change in your estimated financial aid and/or the amount due on your payment plan. Financial aid is estimated until it is finalized; therefore your balance may change.

STUDENT BILLING

We currently send monthly statements to students; however, in the future you will receive monthly payment reminders via your Pirate email account. Check your Pirate email account frequently. Student accounts will send you important information pertaining to your balance as well as important dates.

Have your student ID number available when inquiring about your balance and include it on all payments!

Your account must be paid in full to register for succeeding terms and to receive an official transcript, diploma, or grades.

PAYMENT OPTIONS

- Cash
- Check
- MasterCard & Visa
- Discover
- American Express

Credit card payments can also be made through your SAIL account at www.ncmissouri.edu.

Be sure to check your SAIL account often for your most up-to-date account balance and financial aid.

Once you are logged in to SAIL, click on the "Finances" tab to access the following features:

Balance – shows your most current account balance.

Statement – generates a statement if you would like to mail in a payment or keep a statement for your records.

REGISTRATION

Make a Payment – allows you to make a payment on your account using a credit or debit card.

PIRATE GOLD ONECARD & NCMC DISCOVER DEBIT CARDS

As a student at NCMC, you will be issued a Pirate Gold OneCard, which serves many purposes.

The Pirate Gold OneCard is your NCMC student ID **and** a debit card.

As your student ID, the Pirate Gold OneCard allows you to check out library materials, access the Ketcham Community Center fitness areas, and more.

As a debit card, the Pirate Gold OneCard will be credited with any financial aid refunds you may receive and the Pirate Gold OneCard can then be used for purchases at NCMC's bookstore, Cross Hall Coffee Shop, the dining hall or at the ATM inside Ketcham Community Center for cash withdrawals.

After registering for classes your first semester with NCMC, wait one week to be updated in our system, then see the Student Services Coordinator in the ASC building to get your picture taken. Approximately one week after your picture was taken, your Pirate Gold card should be processed and available for pick up in the Financial Aid offices at the ASC. **KEEP** your Pirate Gold card for following semesters, if your card is lost, it will cost \$25 for you to get a new one.

Once financial aid funds have been placed on the Pirate Gold card you may use it at the NCMC Bookstore to purchase textbooks and supplies, Cross Hall Coffee Shop, the dining hall or get



cash at the ATM inside Ketcham Community Center.

Each student's Pirate Gold OneCard is loaded with \$40 at the beginning of each semester for printing and photocopy expenses. Once this amount is used up, you must add money to the account or purchase a pre-paid printing card from the NCMC Bookstore.

Student employee paychecks will be credited to their Pirate Gold OneCard.

Students who purchased a meal plan while living in the residence halls will use the Pirate Gold OneCard to pay for meals in the dining hall.

It is very important that as an NCMC student you get a Pirate Gold OneCard and protect it as you would a credit card. In the case that your card is lost or stolen, you must pay a \$25 replacement fee.

You can access any money you may have on this card in 2 ways:

1. Visit the website on the back of the card to transfer the money to your personal bank account or request a paper check be sent to you

2. Visit the ATM inside the Ketcham Community Center on the NCMC campus in Trenton to withdraw money in \$20.00 increments.

Using the website, money can also be loaded to the card.

Students also receive a NCMC Discover debit card that is linked to the same account as their Pirate Gold OneCard. The NCMC Discover debit card allows students with a financial aid refund or payment as a student employee to access their funds any where Discover cards are accepted.

The NCMC Discover debit cards are issued by a bank and will come in an unmarked envelope three to four weeks after the start of your first semester as an NCMC student. *Note: the NCMC Discover debit card is NOT a credit card!*

REMEMBER—both your Pirate Gold OneCard and your NCMC Discover debit card must be activated before they can be used.

QUESTIONS

Questions about fees or statements should be directed to:

Student Accounts Officer
Whitney Allen, ext. 1508,
in the Frey Administrative
Center, wallen@mail.
ncmissouri.edu

-or-

Cashier/A+ Coordinator
Sharalyn Robinson, ext.
1513, located in the
ASC, srobinson@mail.
ncmissouri.edu.

Need Assistance with your Pirate Gold OneCard or NCMC Discover Card?

You are not alone!

For general questions and concerns about
your card please contact by phone:

WHITNEY ALLEN
660-359-3948, EXT. 1508

Below you will find some useful information to assist you in knowing where
your specific questions should be directed.

1-866-979-9016

Activation questions

Changing pin number

Forgotten pin number

All phone numbers for Customer
Service

1-580-977-3561

Lost or stolen cards

WWW.ONECARDGIVESBACK.COM/ NCMISSOURI

Balance or refund amounts

Activation questions

Managing your account on-line

Sign up for direct deposit of financial
aid refund to personal checking
account

1-866-400-8627

General customer service questions

If you are having trouble finding the
answer to your question, call this
number
and they will help you!

Resetting your access codes

Questions the College Can Answer

SHARALYN ROBINSON EXT. 1513

Pick up Pirate Gold ID
card

General questions

JILL FERGUSON EXT. 1414

Pick up Pirate Gold ID
card

MEGAN SCHMIDT EXT. 1418

Questions about
student ID photos

Activation questions
Changing your address

**NOTE: After you receive your card you must wait 3-4 days before
you try to activate the Pirate Gold OneCard!!**

First-Time Access Codes

*Pirate Gold Card - last 4 digits on card,
Discover debit card – last 4 digits of your social security number*

ORIENTATION

OFFICE PHONE NUMBERS

Office hours are 8 a.m. to 4:30 p.m., Monday through Friday.

The main campus number is 660-359-3948. Dial either of these numbers then enter an extension from the list below.

Dept.	Ext.
A+	1410
Admissions	1410/1401
Advising	1418/1404/1405/1407
ARC	1334
Athletics	1409
Bookstore	1506/1505
Cashier/Default Manager	1513
Computer Help Desk	1214
Cross Hall Coffee Shop	1663
Dorris Rider Art Gallery	1345
Dual Credit.	1318
Financial Aid.	1402/1406
KCC	1450/1455
Library	1335
Records/Enroll/ Registrar	1206/1205
Residence Life.	1412/1470/1480
SSS.	1332/1356/1348
Student Services	1418
Applied Tech & 1 +1	1278
Testing Services.	1407
Work Study	1410

Student Services fax
660-359-2211

OAR Sessions

You are encouraged to attend an Orientation, Advising & Registration (OAR) Session to make your transition to North Central Missouri College as successful as possible.

BEFORE STARTING CLASS

- Read this guidebook.
- Make an appointment with a Student Services advisor if you are undecided as to major/career path.
- Attend an O.A.R. session.
- Enroll in classes.
- Make payment arrangements by the fee due dates to hold your classes.
- Get your Pirate Gold ID card and activate it.
- Buy textbooks and supplies for the school year in the bookstore or online.
- Memorize your Student ID number.
- Memorize your Pirate email.
- Students with disabilities should contact the Disabilities Services office each semester to discuss accommodations that may be needed.
- Student who qualify should apply to TRIO- Student Support Services (SSS) program. www.ncmissouri.edu/dept_pgs/sss
- Complete a Work Study application & submit if you're interested in working part-time as a student employee. www.ncmissouri.edu/financial_aid

ONCE CLASSES BEGIN

- Go to class.
- Check your Pirate email daily.
- Login to Blackboard for online classes and participate in discussion/ assignments. www.ncmissouri.edu/current_student

- Read each course syllabus and note attendance policy, dates and deadlines of assignments and faculty contact information.
- Talk to your instructor about any trouble you are having in a class.
- Need help with a class? FREE tutoring services are available in the Academic Resource Center (ARC) or online at www.ncmissouri.edu/dept_pgs/arc. Or Student Support Services (SSS) - which is free for students accepted into the program. www.ncmissouri.edu/dept_pgs/sss
- Talk to an advisor before enrolling the following semester or if you have questions.

STUDENT RESPONSIBILITIES AND COMMUNICATION

- Know NCMC policies and procedures. These can be found in the college catalog or on the NCMC website at www.ncmissouri.edu/publications/catalog.
- Update your SAIL account when your address or phone numbers change.
- Know your current course schedule and attend all classes.
- Meet with your assigned faculty advisor each semester. Your assigned advisor can be found at the bottom of your schedule.
- Know the requirements for the degree you are pursuing. See a course catalog or www.ncmissouri.edu/programs
- Know prerequisites for all classes for which you

register. Check the "Course Descriptions" section of the Catalog. Prerequisites are listed at the end of the descriptions.

- Officially withdraw from classes once you stop attending or if you know you will not pass the class. **Always check with Financial Aid BEFORE withdrawing from a class.**
- Email using your PIRATE account to the Registrar@ncmissouri.edu to update your college major.

Student Billing

Pay your bill or set up a payment plan to so you won't be dropped from classes for non-payment.

Pirate Email

Check your Pirate email daily.

Each student is assigned a student ID number and email account. Your Pirate email account will begin with your ID number. Example: IDnumber@pirates.ncmissouri.edu.

Your username is your student ID number. The username is used to login to lab computers and access online studies via Blackboard.

For new students, your password will be your SSN without spaces or dashes. Returning students' passwords will be the same password you used last year. Your password can be changed anytime; **however**, you will need to change your password on both Blackboard and on the network login for the lab computers separately.

Students should check your campus email on a DAILY or regular basis. This is the College's official way of contacting you.

Student Code of Conduct

NCMC is a community of learners. The college is dedicated to the advancement of knowledge

and learning and to the development of ethically responsible persons. College students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state, and college regulations. The entire notice can be found in the college catalog at www.ncmissouri.edu/publications/catalog.

Academic Misconduct

Conduct involving academic matters that is fraudulent, dishonest, or deceptive is strictly prohibited. The following acts of academic dishonesty will not be tolerated: cheating, plagiarism, or deliberate alteration or destruction of the academic work or intellectual property of another member of the College community.

Class Attendance/Online Participation

Students are expected to attend all class sessions of the courses in which they are enrolled. Each instructor may set his or her own policy relative to attendance as it pertains to being permitted to continue in the course and grade received. Absences reduce the value of the learning experience and also reduce the probability of passing the course successfully. Failure to attend class does not constitute an official withdrawal. The responsibility for withdrawal prior to the published withdrawal deadline always lies with the students. Students are financially responsible for costs



associated with classes that they have withdrawn from after the published add/drop date. Online courses also require a student be logged in and participating in discussion boards on a regular basis as the course syllabus states for each individual course.

Graduation

Apply for graduation and schedule an exit test after enrolling in your last semester of coursework. Apply before October 1 to graduate in December or before March 1 to graduate in May OR July. www.ncmissouri.edu/registrar/Pages/grad_checklist.aspx

Get involved, meet new people, and have fun while attending North Central Missouri College!



ALEXANDER STUDENT CENTER-ASC

Also known as the ASC, this building houses the Student Services offices of Admissions, Advising, Disability Services, Financial Aid, Records & Enrollment/Registrar, Student Services Coordinator, Residence Life, Testing, and the Dean of Student Services. The lower level includes the Alexander Meeting room, Ethel Meeting room, and the offices of the Graceland Site Coordinator and Northwest Missouri State University faculty office.

Admissions

www.ncmissouri.edu/admissions

- Campus tours
- Admissions application
- Submit high school transcripts
- Submit dual credit transcripts
- Submit GED transcripts
- Submit ALL other college transcripts
- International student application

Advising

www.ncmissouri.edu/services/counseling_testing/advising

- Orientation services
- Academic advising and course schedule planning
- Career planning and exploration
- Job opportunity postings
- Test-taking and study skills
- Transition to four-year institutions

Disability Services

www.ncmissouri.edu/services/disability_services

- Assistance for students with documented disabilities
- Provide reasonable accommodations

Financial Aid

FAFSA- Free Application for Federal Student Aid www.ncmissouri.edu/financial_aid/Pages/instructions.aspx

Scholarships; see also www.ncmissouri.edu/financial_aid/Forms/scholarship_app.pdf

- Grants & loans
- Work Study- complete application, if interested working part-time on campus.

Submit graduation application with payment. www.ncmissouri.edu

[edu/programs/Pages/comp_deg_cert.aspx](http://www.ncmissouri.edu/programs/Pages/comp_deg_cert.aspx)

Records and Enrollment/Registrar

Change your college major using your Pirate email account to notify the Registrar at registrar@mail.ncmissouri.edu

- Change advisor form
- Graduation application, also available on our website
- Withdrawal card or use Pirate email

Transcript request form, also available on our website

Verification of enrollment

Student Services Coordinator

- Withdrawal cards
- Graduation applications
- Schedule testing
- Housing agreement form
- Transcript request form
- Verification of enrollment
- Pirate Gold ID card- get your picture taken here

Residence Life

- Housing agreement form
- Student activities

Testing Services

Sign up for Compass placement, CBASE, NLN Entrance, NLN ACE test, ETS, WorkKeys. For more information, visit www.ncmissouri.edu/services/counseling_testing/Pages/testing_info.aspx.

Missouri Connections career assessment if you are undecided in your career or major.

Dean of Student Services

- Contact if suspended
- Contact for appeal processes

BARNES & FREEMAN HALLS

These halls house NCMC's tutoring facilities.

Academic Resource Center-ARC

The ARC is located in Freeman

Hall and online at www.ncmissouri.edu/dept_pgs/arc.

Services are FREE to ALL students and include tutoring, instructional videos, student success workshops, make-up testing, online class test center. The ARC has a Writing, Math, and Tech lab. As well as open computer lab for student use.

Student Support Services–SSS

Located in Barnes Hall or on the web at www.ncmissouri.edu/dept_pgs/sss.

Qualified students receive services that include one-on-one or group tutoring in any subject, academic, career and personal counseling, assistance with degree and transfer planning, and with registering for classes.

In addition to those services, SSS students can borrow equipment such as graphing calculators and laptops. Students can also work in the SSS computer lab with FREE printing.

Student Support Services will loan SSS students who spend 40 hours at the SSS center, including 20 hours of tutoring, one textbook for their next semester.

Every semester SSS offers various student success workshops to students in the program. Some workshops offered include how to use the graphing calculator, dealing with test anxiety, writing and dining etiquette.

Twice a semester Student Support Services staff take students to visit four-year universities to acquaint them with transfer opportunities after graduating from NCMC. SSS students, with qualifying grades, receive culture reward trips.

Student Support Services is a part of the federally funded

TRIO programs created by the Higher Education Act of 1965. It is 100% funded by the Missouri Department of Education. There is NO COST to the student for these services. Each year over \$20,000 is awarded in scholarships to SSS students. Students must apply AND qualify by meeting at least one of the three criteria:

- 1) financial need
- 2) documented disability
- 3) be a first generation college student, meaning neither parent has a bachelors degree.

BOOKSTORE

Located west of campus dorms and online at www.ncmissouri.edu/services/bookstore

Bring a copy of your class schedule when purchasing textbooks. We want to make sure you get the right book for your class and instructor.

You may purchase your books with cash, a personal check, debit or credit card.

You must present your student ID card (Pirate Gold card) to purchase books with your financial aid funds.

You can also purchase books online at www.ncmissouri.edu/services/bookstore.

If you have financial aid (a loan, scholarship funds or grant money) left over after you've paid your tuition, you can charge any purchases you make in the bookstore to your Pirate Gold card. This includes apparel and supplies! However, your account may be charged only during the week before and the first week of classes.

Items available: text books, NCMC apparel, movies, snacks, pre-paid print cards, printer accessories, notebooks, computer software, postage stamps, pens/pencils, nursing uniforms, and other student supplies.

Your instructor gives the bookstore a list of everything you need for his/her class.

To save money by purchasing used textbooks, your best chance is to come in two weeks before the beginning of the semester. Used books are sold on a first come, first served basis.

Returns–books may be returned for a full refund if:



- the books are returned prior to the end of the first week of classes,
- the book is in the same condition it was when purchased,
- plastic wrapped books are still in the plastic,
- disks or CDs packaged with new books are unopened,
- disks, CDs, and ink cartridges may not be returned if the box has been opened.

All other items may be returned if they are in their original condition and you have your receipt.

During final exams week, the last week of each semester, you may sell your used textbooks back to the Bookstore. Again first-come first-served as the Bookstore will buy back a limited number of books based on expected future enrollment. After meeting the limit on a book, the Bookstore

- the book will be used the next term that the class is offered,
- and the instructor allows used books.

Normal hours of operation are Monday -Thursday 7:30 am to 4:30 pm, and Fridays 7:30 am to 3:30 pm. Closed Saturday and Sunday.

For your convenience the Bookstore has extended hours the first week of each semester and the week of finals. Monday through Thursday 7:30 am to 4:30 pm and 5:30 pm to 6:30 pm. Friday 7:30 am to 4:30 pm.

CROSS HALL

Located on the northwest corner of campus, Cross Hall is a brand new Allied Health & Life Sciences building. Complete with state-of-the-art labs and classrooms. Cross Hall is home to our nursing and allied health programs and faculty offices.

Cross Coffee Shop

Located within is Cross Coffee Shop. Serving specialty coffee drinks as well as breakfast and lunch items including pastries, fruit, yogurt, wraps, pizza, subs, salads, smoothies, soft drinks and limeades. Northwest Missouri State University also has a full-

time Advisement and Transfer Facilitator located in this building.

ELLSWORTH HALL

Located southeast of the bookstore, Ellsworth Hall is the men's residence hall.

FREY ADMINISTRATIVE CENTER-FAC

Located southwest of Ketcham Community Center, the FAC contains the offices of the President, campus development, marketing, the business office, and IT services.

Dorris Rider Art Gallery

Located in the FAC and funded by generous donations. The gallery features a permanent collection and hosts numerous traveling exhibits through out the year.

GEYER HALL

A three story structure, Geyer Hall is the campus' historic anchor building and is located south of Cross Hall.

Geyer Hall houses classrooms and faculty offices including Agriculture & Natural Resources, English, Speech, Criminal Justice, Psychology, History, Sociology, Math, and Early Childhood.

Other offices in this building are the Vice President of Instruction/ Student Services, Dean of Instruction, Coordinator of Federal Programs, Academic Support and Outreach.

NCMC Library

Located on main level of Geyer Hall and on the web at www.ncmissouri.edu/library.

The NCMC Library has over 30,000 volumes on the shelves and offers an open computer lab, lounge and study areas upstairs. The Library is home to some of the most helpful staff you'll ever meet. It offers many online databases, scholarly search engines and web sites by area of study, "Ask a Librarian", journals, newspapers and news search sites. And you can use your Pirate Gold card to make copies on the copy machine.

may accept more of that book for an outside buyer at a lower price.

The majority of books will be bought for **half** the purchase price provided the following criteria are met:

- the book is complete and in good resalable condition,



HOFFMAN HALL

Located west of the bookstore, Hoffman Hall contains our science labs and science faculty offices on its lower level.

The business and accounting faculty offices and classes are on the upper level. There are three computer labs for classes and one open lab for student use

KETCHAM COMMUNITY CENTER-KCC

www.ncmissouri.edu/dept_pgs/kcc

KCC is home to our basketball court, weight lifting area, cardio room, indoor walking track, fitness classes and a conference room with kitchen.

SELBY HALL

East of the Bookstore, Selby Hall is the women's residence hall.

Campus Dining Hall

Located on the lowest level of Selby Hall—serves hot meals for breakfast, lunch, and dinner. A salad bar is also available. The dining hall is open to all students, faculty and staff as well as the public.



STUDENT ACTIVITIES & ORGANIZATIONS

Extracurricular activities can enhance your college experience and resume. Make your mark at NCMC by getting involved!

- Ag Club PAS
- Ambassadors
- Baptist Student Union
- Delta Epsilon Chi (Business)
- Fellowship of Christian Athletes
- Intercollegiate Baseball
- Intercollegiate Basketball
- Intercollegiate Softball
- Phi Mu Epsilon (Sorority)

- Phi Beta Lambda (Business)
- Pre Med Club
- Phi Theta Kappa (Honors)
- Psychology/Sociology Club
- Residence Hall Association
- Student Missouri State Teachers' Association
- Student Senate
- Student Nurses' Association for ADN students
- Student Practical Nurses' Association

JOB OPPORTUNITIES & POSTINGS

Student Ambassadors

A Student Ambassador is a representative of the student body and a marketing representative of the entire campus. An Ambassador is a student who has a desire to work with staff, faculty, students and members of the community. They assist with registration, recruitment, high school visits, campus tours, special events, special phone surveys for student retention, speaking engagements and campus visits.





Resident Assistants (RA's)

Resident Assistants are students who live in the residence halls and serve as peer advisors, as well as assist the director and coordinator in management of the halls. Contact the Director of Residence Life for more information.

Federal Work Study

Students who qualify can apply to work part-time on campus five to ten hours per week for minimum wage. Apply online at www.ncmissouri.edu/financial_aid/Forms/workstudy_app.pdf or contact ext. 1410 for more information.

Job Opportunity Postings

Area job opportunities are posted around campus for NCMC students and alumni. You may also contact the Advising Coordinator in the ASC building or by calling 660-359-3948 ext. 1405 for a complete list of jobs available.

LAB NETWORK

To login to the network from a lab computer, press CTRL – ALT – DELETE keys. Enter your

username (student ID number) and your password (your SSN). Once logged in, to change your password, press CTRL – ALT – DELETE, click on Change Password. In the old password area, enter your password (SSN). In the new password area, enter a new password which is at least 6 characters long. In the Confirm password area, re-enter your new password. A non-refundable printing credit of \$40 has been placed on your network account for printing in any NCMC lab or copying in the Library.

THIS WEEK PUBLICATION

This week can be found at: www.ncmissouri.edu/news/Documents/this_week.pdf and is a weekly account of activities, announcements, and deadlines across campus. This is your way to stay in touch especially when you are not on campus to see posters of informational items we need students to know.

COLLEGE CATALOG

For all policy and procedures and course descriptions, please see the college catalog at

www.ncmissouri.edu/publications/catalog.

Questions you may have can usually be answered in the NCMC catalog.

STUDENT HANDBOOK & PLANNER

The handbook/planner is a great way for you to remember important dates and assist you with Time Management. It is located by going to: www.ncmissouri.edu/publications/handbook. Please take advantage of this tool to help you be successful.

COURSE SYLLABUS

Course syllabi is a very important document for each class you are enrolled. This piece is the main connection between you and the faculty member and what and when items are due. Also posted in the syllabi is contact information for each faculty member and office hours.

BLACKBOARD

Blackboard is the program used at NCMC to access online classes. To login to Blackboard go to www.ncmissouri.edu

On the bottom right side of our home page, click on the Blackboard link. On the Blackboard page, click the User login button. Enter your username and password (your SSN). If you would like to change your password, go to the Tools section and click on Personal Information. Click the Change Password link. In the Password area, enter your new password, then re-enter this password in the Verify Password area. Finally, click Submit, and then click ok. Online courses should be listed by the first day of classes, if they are not, contact the Help Desk at

660-359-3948 ext. 1214. Additional Blackboard information (how to's) is available under the Current Student tab on our home page at www.ncmissouri.edu

SAIL

To login to SAIL (Student Academic Information Link), go to www.ncmissouri.edu, Current student tab. For more information about the login process, please view the Instructional Power Point presentation labeled "SAIL login Guide", listed under SAIL.

EMERGENCY TEXT MESSAGES

A text message service for emergency and school closing announcements is available to all students and staff. Sign up by accessing the College's website at www.ncmissouri.edu Click on 'Current Student', then 'Student Life', then 'Community Connection', next complete the section titled 'Sign Up & Test Your Phone' and be sure to select 'Grundy County-North Central Missouri College' from the list.

TOBACCO-FREE CAMPUS

North Central Missouri College has adopted a tobacco-free environment, meaning all NCMC buildings, grounds & parking lots are tobacco-free. Thank you for respecting this policy!

WEATHER CANCELLATIONS

In addition to the text message service, listen to the following stations during severe weather for announcements of NCMC weather related late starts and cancellations: Bethany KAAZ 95.5FM, Brookfield KZBK 96.9FM, Cameron KKWK 100.1FM, Carrollton KMZU 100.7FM, Chillicothe KCHI 98.5FM, Gallatin KGOZ 101.7FM, Kirksville KRXL 94.5FM and Trenton KTTN 92.3FM.

Driving Directions

FROM THE WEST

(KANSAS CITY OR SAINT JOSEPH AREA)

- Take I-35 N toward DES MOINES.
- Take the US-69 exit- exit number 61- toward WINSTON/GALLATIN.
- Turn RIGHT onto US-69.
- Stay straight to go onto MO-6.
- Stay straight to go onto MAIN ST.
- Stay straight to go onto TINSMAN AVE.
- Turn SLIGHT LEFT onto MABLE ST.
- Turn LEFT onto E 14TH ST/CROWDER.

FROM THE SOUTH

(COLUMBIA OR JEFFERSON CITY AREA)

- Take I-70 W.
- Merge onto US-65 N via exit number 78B toward MARSHALL.
- Take the MO-6 ramp.
- Turn LEFT onto MO-6/ E 9TH ST. Continue to follow MO-6/ E 9TH ST.
- Turn RIGHT onto MAIN ST.
- Stay straight to go onto TINSMAN AVE.
- Turn SLIGHT LEFT onto MABLE ST.
- Turn LEFT onto E 14TH ST/CROWDER.

FROM THE NORTH (DES MOINES AREA)

- Take I-35 S toward KANSAS CITY.
- Take the US-69 exit- exit number 61- toward WINSTON/GALLATIN.
- Turn LEFT onto US-69.
- Stay straight to go onto MO-6.
- Stay straight to go onto MAIN ST.
- Stay straight to go onto TINSMAN AVE.
- Turn SLIGHT LEFT onto MABLE ST.
- Turn LEFT onto E 14TH ST/CROWDER.

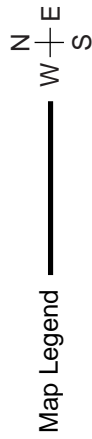
FROM THE EAST (HANNIBAL AREA)

- Take US-36 W.
- Take the US-65 exit toward CARROLLTON/ CHILLICOTHE.
- Turn RIGHT onto US-65 N/ S WASHINGTON ST. Continue to follow US-65 N.
- Take the MO-6 ramp.
- Turn LEFT onto MO-6/ E 9TH ST. Continue to follow MO-6/ E 9TH ST.
- Turn RIGHT onto MAIN ST.
- Stay straight to go onto TINSMAN AVE.
- Turn SLIGHT LEFT onto MABLE ST.
- Turn LEFT onto E 14TH ST/CROWDER.

ORIENTATION

NorthCentral MISSOURI COLLEGE

1301 Main St. ■ Trenton, MO 64683 ■ (660) 359-3948



Classroom/Administration Buildings

- ASC Alexander Student Center
- CH Cross Hall
- AT Athletics Training
- BH Barnes Hall
- Bldg. B Building B--Art Building
- FAC Frey Administrative Center & Dorris Rider Art Gallery
- FH Freeman Hall (ARC)
- GED GED Classroom
- GH Geyer Hall
- HH Hoffman Hall
- M Maintenance
- RB Ritze Building--Adult Education Administrative Building
- TC Sugg Tennis Courts

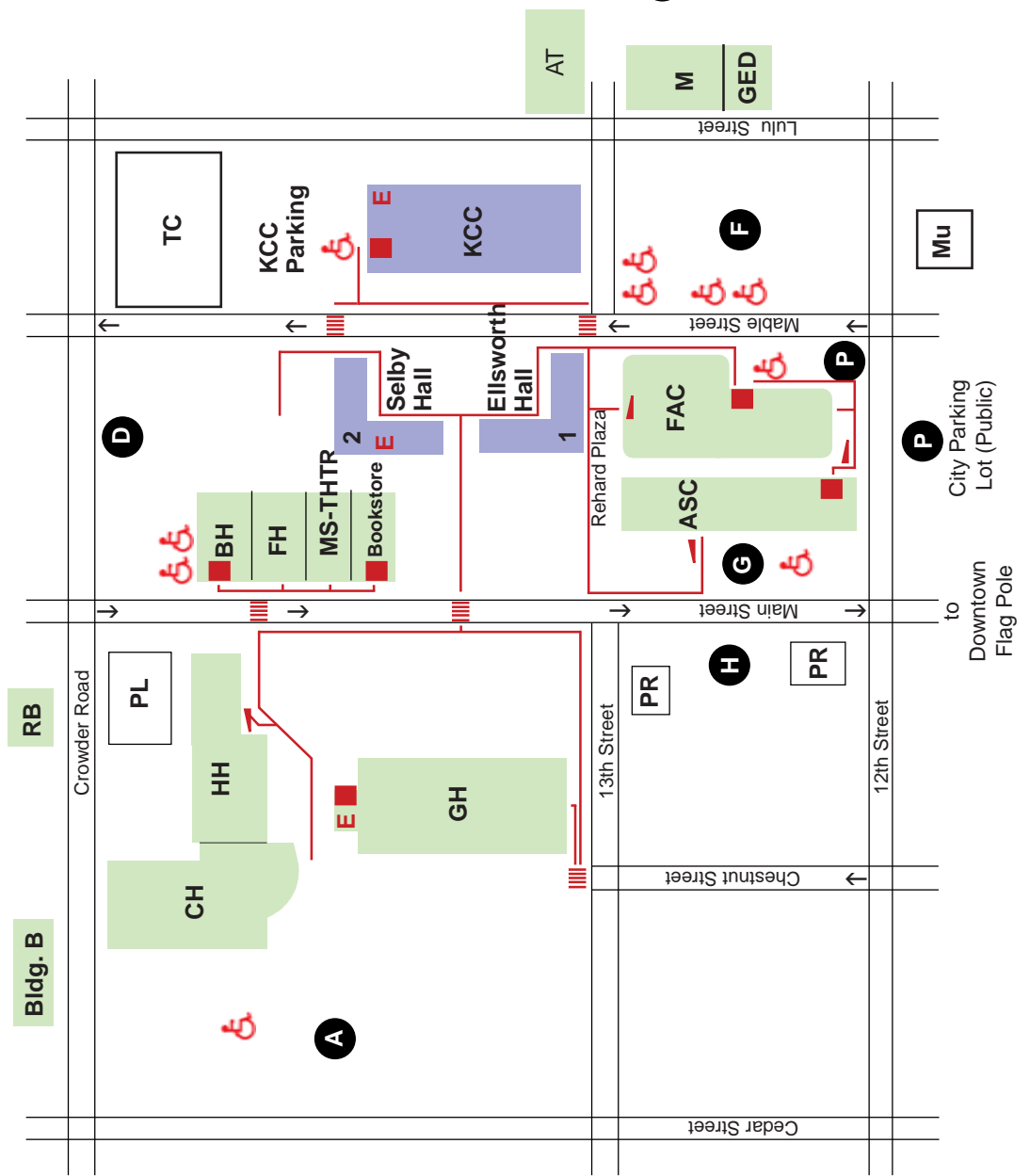
Ketcham Community Center

- Residence Facilities
- Ellsworth Residence Hall (Men)
- Selby Residence Hall (Women) & Cafeteria

Designated College Parking

- A - H

- Non-NCMC Buildings
- Grundy County Museum
- Grundy County Public Library & Hoover Community Theatre
- Private Residence/Business
- One-Way Streets
- Accessible Parking
- Elevator
- Power Doors
- Cross Walk
- Ramp



Final Exam Schedule

If your class
normally
meets on:

at:

then your final is:

MWF	9:00 am	Monday from 8:00 am to 10:00 am
MWF	11:00 am	Monday from 10:00 am to 12:00 pm
MWF	12:00 pm	Monday from 12:30 pm to 2:30 pm
MWF	2:00 pm	Monday from 2:30 pm to 4:30 pm
TR	8:00 am	Tuesday from 8:00 am to 10:00 am
TR	11:00 am	Tuesday from 10:00 am to 12:00 pm
TR	12:00/12:30/1:00 pm	Tuesday from 12:30 pm to 2:30 pm
MWF	8:00 am	Wednesday from 8:00 am to 10:00 am
MWF	10:00 am	Wednesday from 10:00 am to 12:00 pm
MWF	1:00 pm	Wednesday from 12:30 pm to 2:30 pm
TR	9:30 am	Thursday from 8:00 am to 10:00 am
TR	2:00 pm	Thursday from 12:30 pm to 2:30 pm

*All night classes will meet during their designated time slot Final Exam week.

Open Periods

Tuesday 2:30 pm to 4:30 pm

Wednesday 2:30 to 4:30 pm

Thursday 10:00 am to 12:00 pm

Friday

If an emergency occurs that prevents the administration of a final examination, the student's final course grade will be calculated based on the work in the course completed to that point in time and the faculty member's considered judgment. Final exams will not be rescheduled, and a grade of "I" will not be given as a result of the missed exam. This Finals policy does NOT apply to online courses.

Glossary of Terms

Academic Probation – Trial period for student not making satisfactory academic progress, usually caused by a low grade point average.

Accreditation – A stamp of approval by an educational or professional organization stating that the College meets the regulations determined by this group and helps ensure transfer of credits to other colleges and universities. Each section of the country has its own accrediting organization.

Advanced standing – Credit or advanced placement for freshmen who have done previous high-level high school or college classes, or placed high on advanced placement tests.

Advisor – A member of the teaching faculty who advises students on course selections and curriculum concerns.

Application fee – A nonrefundable fee usually charged for making application to a particular college.

Associate degree – Degree granted for completion of a course of study, usually two to three years in length.

Associate of Applied Science degree – also

known as AAS degree, it is awarded for a career-technical program. A heavy emphasis is placed on practical, hands-on coursework that allow for entry into the workforce following graduation.

Associate of Arts degree – Also known as the AA degree, it is designed for students intending to transfer to another college or university. This degree is equivalent to the first two years of a four-year college program.

Baccalaureate degree – Bachelor's degree awarded for completion of an undergraduate curriculum, generally completed in four years.

Bachelor of Arts degree – Usually signifies concentration of studies in the humanities (languages, literature, social studies, etc.); a four-year program.

Bachelor of Science degree – Usually signifies concentration of studies in mathematics and science; a four-year program.

College-Base for Teacher Education - test of general education that assesses student's knowledge and skills in four subject areas: English, Mathematics, Science, and Social Studies. A score of 235

is the required passing score in each skill area. A.A.T. degree students must take and pass C-Base for their degree to be awarded. NCMC requires an official copy of these scores.

Note: Some colleges may require a higher score for entrance into their Teacher Education Program.

Retest Policy: Students who do not complete the College-BASE for Teachers exam requirement within 2 years lose their passing status in all areas passed and must retake the entire exam.

Class rank – A student's standing based on his or her academic record as compared with that of the other members of the class. In a class of 100, the best student would be No. 1; the poorest student would be No. 100.

College Calendar – The way the academic year is divided (for example, semester, trimester, quarter, term); dates of the start of terms; or the list of holidays, vacations, examinations, etc. NCMC's academic year has a fall semester and a spring semester, each 16 weeks long. The summer semester is 8 weeks long with 4 week intersessions.

Community/junior college – A college

offering a two-year program (associate's degree) rather than a four-year program (bachelor's degree). A junior college usually offers vocational programs (AAS degree or Certificate) as well as the first two years (AA degree) of a four-year program. The student in the vocational program usually goes directly into the work force after graduation, while the student in the academic program transfers to a four-year college.

Core curriculum – A group of courses, in varied areas of the arts and sciences, designated by a college as one of the requirements for a degree.

Course load – The number of hours the student is permitted to schedule in a given semester or quarter.

Credit hour – Colleges assign a given number of credits to a particular college course based on a standard of one credit for every hour per week that the course is held. For example, a course that meets for three hours each week is generally awarded three credits.

Dean – A senior administrative officer of a college or university. Examples include Dean of Students or Dean of Instruction.

Department – A division of a college, which offers instruction in a specific branch of knowledge; for example, the psychology department.

Doctorate – Highest academic degree awarded by a college or university for advanced graduate study.

Early admission – Highly qualified student accepted by a college before graduating from high school.

Elective – a non-required course that you select to fulfill credit hours for graduation.

Financially independent student – A student is automatically considered independent if he or she, 1) is over 23 years of age; 2) is a veteran of the US Armed Forces; 3) is a ward of the court or both parents are deceased; 4) has legal dependents other than a spouse. Financial independence may also be declared when certain other conditions exist – see the Financial Aid Director.

Grade Point Average – Also known as GPA, it is a numerical average for courses taken by a student.

Grade points – Points given for the letter grade received in a course, used to compute GPA.

Graduate student – A student who has earned a bachelor's degree and is continuing college to earn a master's or doctorate degree.

Humanities – Courses concerned with thought and human relations, philosophy, literature, classical languages, and the fine arts.

Liberal Arts – A broad course of instruction comprising the arts, natural sciences, social sciences, languages, literature, philosophy, religion, and the classics.

Major – The subject in which a student takes the greatest concentration of courses.

Master's degree – The degree conferred for completion of a program of postgraduate work, usually lasting for one or two years.

Midterm – The halfway point in a semester.

Minor – The subject in which a student takes the second greatest concentration of courses.

Placement test – Tests designed to assess a student's aptitude and level of achievement in various academic areas so that he or she can select courses most appropriate for him or her.

Prerequisite – A requirement that must

be met before a certain course can be taken.

Private college – A college that is not supported by public taxes. It may be independent or church related.

Program of Study – A planned sequence of courses leading to a degree.

Public college – A college that is supported by public taxes.

Registrar – The college official who keeps records of enrollment and academic standings.

Registration – A process at the beginning of each semester whereby the student selects the courses he or she will take, pays fees, and sets up a class schedule. This may also be known as enrollment in classes.

Revolving admission – A policy whereby students can be accepted throughout the year rather than only in the spring. NCMC has a revolving admission policy.

Semesters – Division of the academic year into two approximately equal periods of four to five months (16 weeks).

Seminar – A course in which a small group of students, headed by a professional, engage in research and discussion.

Syllabus – The outline of a course.

Transcript – The official record of a student's academic performance. To have a transcript evaluated means the Registrar has looked over the document and decided which previous college credit will count as.

Tuition – The charge for instruction, usually per credit hour. Most colleges have additional fees per credit hour, usually for technology, student activities, or other needs.

Undergraduate – A student who is working toward an associate or bachelor's degree.

NCMC CREED

The NCMC Student Senate unanimously passed the following creed in 1996. We encourage students to make this creed their own.

The community of scholars at North Central Missouri College is dedicated to personal and academic excellence. Choosing to join the community calls upon each member to follow a creed of civilized behavior.

As a member of this community . . . I believe in practicing personal and academic integrity; I believe in respecting the dignity of all persons; I believe in respecting the rights and property of others; I believe in discouraging bigotry, while striving to learn from differences in people, ideas and opinions; I believe in demonstrating concern for others, their feelings and their need for conditions which support their work and development.

Allegiance to these ideals obligates each NCMC community member to refrain from and discourage behaviors which threaten the freedom and respect every individual deserves.

