

# ADMISSIONS

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**Contact Information:**

Cardinal Central

**Office:** Lee-Kildow Hall, Room 116**Phone:** (208) 769-3311**Fax:** (208) 769-3399**Web:** [nic.edu/cardinalcentral/](https://www.nic.edu/cardinalcentral/) (<https://www.nic.edu/cardinalcentral/>)**Email:** [cardinalcentral@nic.edu](mailto:cardinalcentral@nic.edu)

North Idaho College's open-door admissions policy reflects a commitment of access to higher education. We welcome all students seeking to benefit from our educational programs and services.

## How to Apply for Admission

- Submit the application for admission (<https://nic.elluciancrmrecruit.com/Apply/Account/Login/?ReturnUrl=%2fApply>).
  - Note: choose "Start a new Degree Seeking Student Application" if you are not currently enrolled in high school and interested in earning high school credit for college-level courses through the dual credit program. This option is also for those who are interested in applying for financial aid.
  - Note: choose "Start a new Dual Enrollment Student Application" if you are currently in high school or home-schooled and want to take college-level courses for both high school and college credit.
- Submit one of the following:
  - Official high school transcript showing graduation date, or
  - Official home school transcript showing high school/secondary school graduation date, or
  - Official GED or HiSET test scores.

When applying for admission, you must submit accurate information. Failure to do so may result in denial of admission or dismissal from North Idaho College. The following items are strongly recommended for placement in mathematics and English courses, and for prerequisite requirements:

- Submit valid ACT test scores, SAT test scores no more than four years old, or results from NIC placement assessments ([nic.edu/placement](https://www.nic.edu/placement/) (<https://www.nic.edu/placement/>)) for English and mathematics.
- Submit official college or university transcripts from accredited institutions.

## Admission Types

### Degree-Seeking

Degree-seeking students enroll in courses that lead to a specific certificate or degree. Degree-seeking students are also eligible to apply for federal financial aid through the Free Application for Federal Student Aid (FAFSA), though being a degree-seeking student is not a guarantee of financial aid being awarded.

### Dual Freshman

Dual Freshman are those who attended NIC through the Dual Credit program and want to continue their enrollment as a degree-seeking student. Dual Credit students planning to continue as a Dual Freshman need to apply.

### First-time Freshman

First-time Freshman are degree-seeking students who have never attended college and have no college credits to transfer.

### Former Students

Former students who have previously attended NIC but have not been enrolled for one or more semesters, excluding summer, need to reapply.

### Transfer

Transfer students are those who have attended other institutions and received college credit. It is important applicants have their official transcripts sent to NIC from all former schools. All prior education and training from colleges, universities, vocational schools, and the military will be evaluated. Transfer coursework evaluations assist advisors in mapping out courses students still need to complete to earn a certificate or degree.

### Non-Degree Seeking Students

Students interested in taking classes for personal enrichment, to improve job skills, or for other educational purposes may attend as non-degree seeking students. Non-degree seeking students are not admitted to an academic program, may not apply for federal financial aid, and are not eligible to graduate with a certificate or degree.

### Non-High School Graduates

Students without a high school diploma may be admitted as non-degree seeking. Once the student has passed the General Education Diploma (GED) or the HiSET, they may apply as degree-seeking.

## Recruitment Guideline

North Idaho College is an open enrollment public institution. Pertaining to all students, including those using veteran and military family benefits, the college refrains from providing commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid (including Tuition Assistance funds) to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial assistance.

Additionally, the college refrains from high-pressure recruitment tactics such as making multiple unsolicited contacts, including contacts by phone, email, or in-person, or engaging in same-day recruitment and registration for the purpose of securing service member enrollments.

## Dual Credit Admissions

Dual credit allows eligible Idaho high school and home school juniors and seniors to enroll in courses on campus, online, or at their high school. Credit may be earned simultaneously for both high school and college requirements. Dual credit students are

not eligible for financial aid. Some scholarships are available. To be eligible, students should be at least 16 years old or have successfully completed at least half of their graduation requirements as approved by their high school counselor. Complete details about the program are available through high school counselors, the Dual Credit Office, and the Dual Credit website: [nic.edu/dualcredit](https://www.nic.edu/dualcredit/) (<https://www.nic.edu/dualcredit/>).

### Dual Credit Application and Registration Process:

1. Meet with a high school counselor to determine eligibility.
2. Submit the Dual Enrollment Student Application (<https://nic.elluciancrmrecruit.com/Apply/Account/Login/?ReturnUrl=%2fApply>).
3. Submit a completed Dual Credit Authorization Form, with high school counselor and parent signatures.
4. Submit valid ACT or SAT scores no more than four years old or results from NIC placement for English and math, found at [nic.edu/placement](https://www.nic.edu/placement/) (<https://www.nic.edu/placement/>).
5. Meet with a Dual Credit advisor to plan a pathway of courses.

For more information, contact the Dual Credit Office at (208) 625-2329 or go to [nic.edu/dualcredit](https://www.nic.edu/dualcredit/) (<https://www.nic.edu/dualcredit/>).

### Dual Credit Career and Technical Education (CTE)

Dual Credit CTE is an advanced learning opportunity that links approved high school technical courses to technical certificate and degree programs at the college level. Students enrolled in approved high school programs throughout the state may receive credit from NIC that is counted toward a career and technical education certificate or degree. This allows students to begin working on an Associate of Applied Science Degree or a Technical Certificate while still in high school. Credits may be paid for by Fast Forward funds. For more information about CTE opportunities, contact the Regional Transition Coordinators at (208) 625-2329 or go to [nic.edu/cte](https://www.nic.edu/cte/) (<https://www.nic.edu/cte/>).

## International Admissions

International students must have graduated from a secondary school and have the minimum English language proficiency to succeed in college. International students who are transferring from a college or university must have a minimum 2.0 grade point average.

All application materials from students living abroad should be submitted at least six months prior to the start of the semester in order to allow time for evaluation and notice of acceptance. International students applying from within the United States need to submit all materials at least one month prior to semester start. The college will issue an I-20 to accepted students who provide the appropriate admissions and financial documentation.

International applicants must:

1. Submit the International Student Application (<https://nic.elluciancrmrecruit.com/Apply/Account/Login/?ReturnUrl=%2fApply>).
2. Submit official secondary (high school) transcript and confirmation of graduation (an original, certified English translation must accompany documents that are not in English). Contact Admissions about specifics for your country.

Student-athletes must also submit documents to InCred for evaluation.

3. Submit official transcripts from all colleges attended to an approved professional evaluation service (an original, certified English translation must accompany documents that are not in English). Foreign transcripts must be sent to World Education Services ([www.wes.org](http://www.wes.org)) (<https://www.wes.org/>), or a similar NACES member for a course-by-course evaluation. The student must then request the evaluation be sent to North Idaho College.
4. Submit proof of English proficiency. Approved options include:
  - Official Test of English as a Foreign Language (TOEFL, [www.ets.org](http://www.ets.org)) (<https://www.ets.org/>) with a minimum score of at least 61 (Internet-based iBT)
  - Official International English Language Testing (IELTS, [www.ielts.org](http://www.ielts.org)) (<https://www.ielts.org/>) with a minimum score of 5.0.
  - Duolingo English Test (Duolingo, [www.englishtest.duolingo.com](http://www.englishtest.duolingo.com)) (<https://englishtest.duolingo.com/>) with a minimum score of 100 (Global).
5. Submit a Financial Declaration and supporting bank documentation:
  - International students must submit proof from a financial institution demonstrating sufficient financial resources to fully cover the costs of tuition, books, fees, room and board, and all personal expenses for one academic year. If bringing a dependent, additional fund must be documented for their support. North Idaho College does not offer financial assistance to international students. Current tuition and fees can be found here: [nic.edu/tuition/](https://www.nic.edu/tuition/) (<https://www.nic.edu/tuition/>).
6. Submit a copy of a valid passport.
7. Submit a Certificate of Health signed by a recognized medical agency which includes complete immunization records.
8. Provide proof of health insurance. (This may be submitted upon arrival at the college.)
9. Proof of payment for the F-1 Visa Application Fee and SEVIS Fee. Payment of these fees are the student's responsibility. (This may be submitted upon arrival at the college.)

All materials should be emailed to [internationaladmit@nic.edu](mailto:internationaladmit@nic.edu).

## Special Admission Programs

### Limited Enrollment Programs

Certain career and technical education (CTE) programs with limited capacity have specific admission requirements. The limited enrollment CTE programs are:

- Autobody and Paint Technology
- Automotive Technology
- Computer Control Automation Technology
- Computer Information Technology
- Cybersecurity and Information Security Administration
- Culinary Arts
- Diesel Technology
- Graphic and Web Design
- Heating, Ventilation, Air Conditioning/Refrigeration

- Industrial Mechanic/Millwright
- Machining and CNC Technology
- Mechanical Design Engineering Technology
- Mechatronics
- Outdoor Recreation Leadership
- Precision Manufacturing and CNC
- Wastewater Treatment Plant Technology
- Welding Technology

It is preferred applicants submit all required materials three to six months prior to the start of the term. Offers of acceptance are made on a space available basis for qualified applicants.

For consideration:

- Submit the application for admission (<https://nic.elluciancrmrecruit.com/Apply/Account/Login/?ReturnUrl=%2fApply>).
- Assessment materials in the form of English and Math placement ([nic.edu/placement](http://nic.edu/placement) (<https://www.nic.edu/placement/>)), SAT, ACT test scores, or transcripts of previous college coursework in mathematics and English.
- Meet with program advisor.

For more information, contact the Career and Technical Education Student Support Services Office at (208) 769-3468.

## Selective Enrollment Programs

The following programs are selective entry and have specific admission requirements. Application information may be found on the program's website during open application periods. Visit the individual Program Guidelines pages for more information on these programs.

- Dental Hygiene
- Detention Academy
- Law Enforcement
- Medical Laboratory Technology
- Physical Therapist Assistant
- Practical Nursing\*
- Radiography Technology
- Registered Nursing\*
- Surgical Technology

\*Students accepted into Nursing programs are required to pay a \$100 non-refundable deposit within two weeks of acceptance. The deposit will be applied toward tuition and fees.

## Residency

Residency for tuition purposes is governed by Idaho State Code. Under current Idaho State Code 33-2110A,

"...a student in a community college shall not be deemed a resident of the district, or of a county, or of the State of Idaho, unless such student shall have resided within said district, county, or state, for at least one (1) year continuously prior to the date of his/her first enrollment in said community college."

"Counties in Idaho are liable for the out-of-district tuition so long as the student is duly enrolled and attending the college.

This liability shall be for six (6) semesters or the term of the curriculum for which the student is enrolled, whichever is lesser. Liability shall terminate if the student's domiciliary residence changes and that change occurs for twelve (12) months."

## Residents of Idaho

Residency status is determined when a student applies for admission and remains unchanged until the student supplies evidence to the contrary. To be classified as a resident the student, or for a dependent student the parent or legal guardians, must have established a domicile in the state of Idaho for 12 months prior to the beginning of the semester of enrollment. For tuition purposes, a student who is a permanent resident of the United States may be classified as a resident of the district by meeting one or more of the following qualifications:

1. Any student whose parents or court-appointed guardians are domiciled in the college district and provide more than 50 percent of his or her support. (Domiciled means an individual's true, fixed, and permanent home and place of habitation. It is the place where he or she lives without intending to establish a new domicile elsewhere). To qualify under this section, the parents or guardian must have resided continuously in the college district for 12 months preceding the opening day of the term for which the student matriculates.
2. Any student who receives less than 50 percent of his or her support from parents or legal guardians, who are not residents of the college district for voting purposes, and who has continuously resided in the college district for 12 months preceding the opening day of the term for which the student matriculates.
3. The spouse of a person who is classified or is eligible for classification as a resident of the college district for the purpose of attending the college.
4. A member of the armed forces of the United States, stationed in the college district on military orders.
5. A student whose parents or guardians are members of the armed forces and stationed in the college district on military orders and who receives 50 percent or more of his/her support from parents or legal guardians. The student, while in continuous attendance, shall not lose his/her residency when his/her parents or guardians are transferred on military orders.
6. A person separated, under honorable conditions, from the United States armed forces after at least two years of active service, who, at the time of separation, designates the college district as his/her intended domicile or who has the district as the home of record while in service and enters the college within one year of the date of separation.
7. Any individual who has been domiciled in the college district, has qualified and would otherwise be qualified under the provisions of this statute, and who is away from the district for a period of less than one calendar year and has not established legal residence elsewhere, provided a 12-month period of continuous residence has been established immediately prior to departure.

A student's residency status remains unchanged unless the student can provide evidence that he or she has established

a permanent domicile in Idaho and has resided there for 12 consecutive months. To challenge a residency determination a student must complete a Residency Determination Worksheet (<https://www.nic.edu/media/nic-main/departments/admissions/Residency-Determination-UA.pdf>) along with documentation and submit it to Cardinal Central within 10 business days after the start of fall or spring term or 5 business days after the start of the summer session. The evidence must prove convincingly that residency was established 12 months before the beginning of the term. Students may appeal the residency re-determination decision by submitting a written appeal to Cardinal Central.

### Idaho Residents – In-District

Idaho residents who reside in Kootenai, Ada, Bonneville, Canyon, Jerome, and Twin Falls counties are classified as in-district residents. Residency for these counties is determined by NIC. In-district residents pay the “district” tuition rate.

### Idaho Residents – Non-District

Idaho residents who do NOT reside in Kootenai, Ada, Bonneville, Canyon, Jerome, and Twin Falls counties are classified as non-district residents. Non-district students may qualify for county support from their county of residence to cover the additional non-district tuition fees. To qualify for county support, non-district residents must file a Certificate of Residency with their home county auditor’s office each academic year or each semester depending on the residence county. The Certificate of Residency forms are available at: [nic.edu/residency](https://www.nic.edu/residency) (<https://www.nic.edu/residency/>), Cardinal Central, or the county auditor’s office. The counties will notify NIC if the Certificate of Residency has been approved. If verification is not received from the student’s home county, the student must pay non-district fees. Students who exceed the tuition benefit will be charged non-district tuition. Check with your county for further details. The county is obligated by state code to pay the out-of-district charge pursuant to Idaho State Code 33-2110A.

## Tuition Reduction Programs

### Washington State Residents

Washington state residents qualify for a reduction of a portion of the out-of-state tuition rate. Residency status is determined at the time of application to the college (see [nic.edu/tuition](https://www.nic.edu/tuition/) (<https://www.nic.edu/tuition/>) for the current tuition and fees schedule).

### Western Undergraduate Exchange

The Western Undergraduate Exchange Program (WUE) provides financial assistance to individuals interested in attending college out of their home states. The tuition rate is 150 percent of the non-district tuition rate. Students may not use any of the time accrued under the WUE program to establish residency in the state of Idaho. Residents from the following states are eligible for the WUE tuition rates (see [nic.edu/tuition](https://www.nic.edu/tuition/) (<https://www.nic.edu/tuition/>) for the current tuition and fees schedule).

- Alaska
- Arizona
- California
- Colorado
- Commonwealth of the Northern Marianas Islands
- Federal States of Micronesia
- Guam

- Hawaii
- Marshall Islands
- Montana
- Nevada
- New Mexico
- North Dakota
- Oregon
- South Dakota
- Utah
- Wyoming