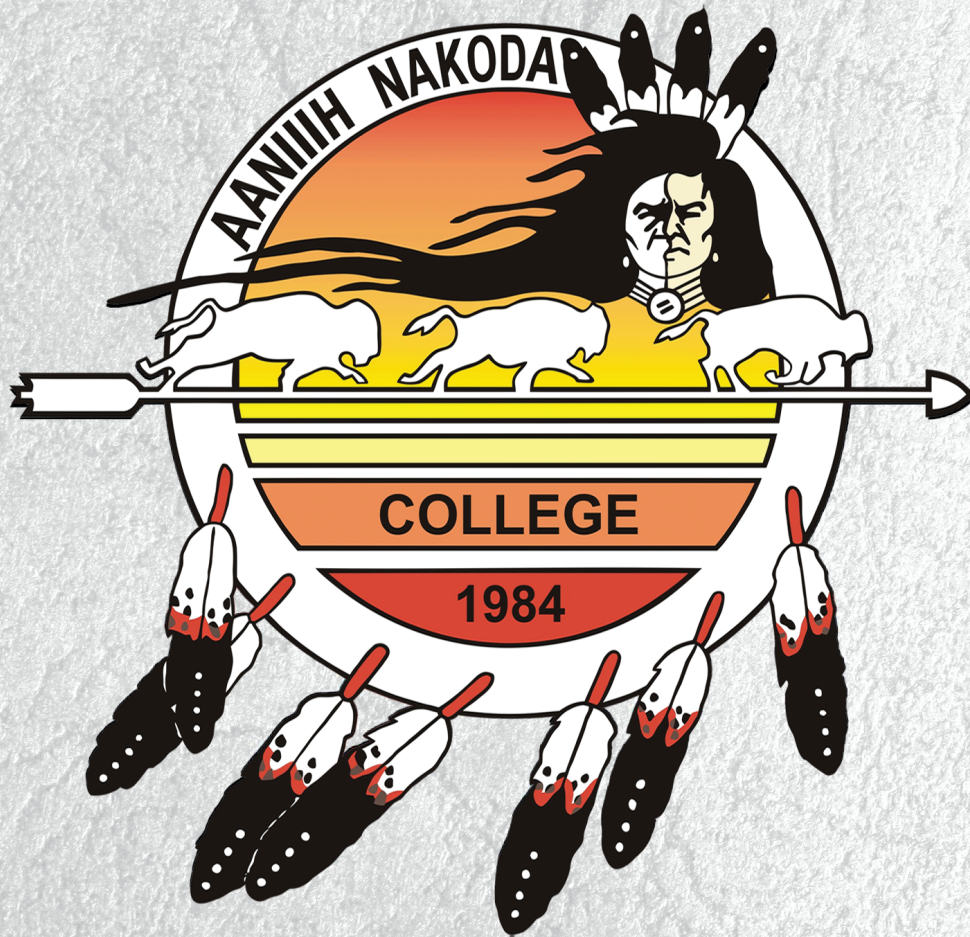


# Aaniiih Nakoda College

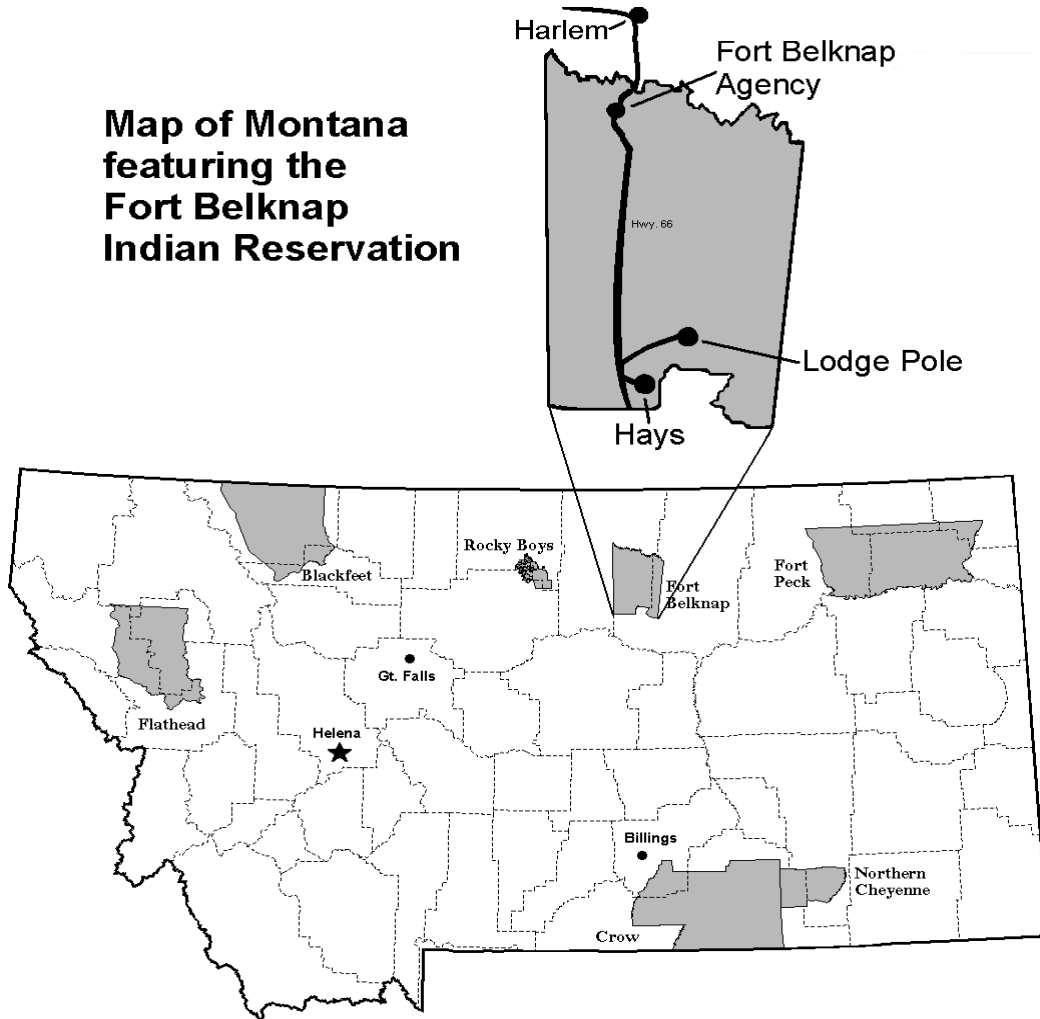
2018-2019 Catalog





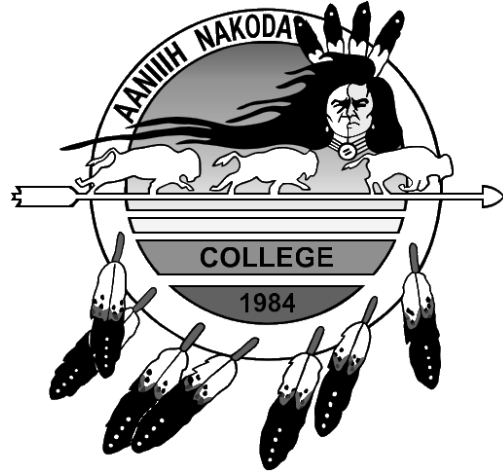


## Map of Montana featuring the Fort Belknap Indian Reservation



## Mission Statement

The mission of Aaniih Nakoda College is to provide quality post-secondary education for residents of the Fort Belknap Indian Reservation and surrounding communities. The college promotes individual and community development by maintaining and revitalizing the indigenous lifeways of the Aaniinen and Nakoda Tribes and by preparing students to succeed in an American technological society.



Naa'Hah' - On behalf of our Board of Directors, staff and faculty, I welcome you to Aaniiih Nakoda College. As a new student or a returning student, we are glad you chose Aaniiih Nakoda College (ANC) and wish you great success in the coming year.

ANC is an excellent choice to continue your education. We offer a variety of courses and subjects suited to a wide range of interests. At Aaniiih Nakoda College you can study the A'ani nin or Nakoda language and take classes in computer technology or microbiology. There is no other college in the world where you can do that! Our various degree programs are designed to prepare you for further education and employment in many possible fields that include business, science, health professions, computers, education, carpentry and welding. Whatever your educational or professional interests are, we have a program that is right for you.

We are one of thirty-seven tribal colleges across the United States. Our instructors are knowledgeable and well-qualified and class sizes are small. This means you get the personal attention and the support you deserve. At Aaniiih Nakoda College there is a friendly and welcoming college environment, where students feel they belong. We want you to know that Aaniiih Nakoda College is your college.

I invite you to read through the catalog carefully and learn about all the things Aaniiih Nakoda College; but don't just stop there. Talk with your fellow students, visit with members of our staff, and seek out the advice of instructors, advisors and counselors. This is a great place to begin your journey in higher education and we are ready and willing to assist you every step of the way.

It is our mission to provide you with opportunities to help you succeed; I encourage you to use those opportunities and make the most of them. May each of you have a very successful and enjoyable academic year.

Best Wishes,

*Carole Falcon-Chandler, Ed. D*

President



## 2018-19 Academic Calendar

Fall 2018 Semester		
New & Returning Student Orientation	Monday-Wednesday	August 20-22
Student Advising	Wednesday-Friday	August 22-24
Fall Registration	Thursday-Friday	August 23-24
First Day of Class	Monday	August 27
Last Day to Register or Drop/Add Class(es) w/o "W" on Transcript	Friday	August 31
Labor Day – College Closed	Monday	September 3
Native American Day – College Closed (Last Friday of September)	Friday	September 28
Mid-term Week (8 <sup>th</sup> Week of Semester)	Monday-Friday	October 15-19
Mid-term Grades Posted on Empower	Wednesday	October 24
Last Day to Withdraw with a grade of "W" (10 <sup>th</sup> Week of Semester)	Friday	November 2
Veteran's Day Observance – College Closed	Monday	November 12
Thanksgiving Holiday – College Closed	Thursday-Friday	November 22-23
Pre-advising Week for Spring 2019 Semester	Monday-Friday	December 3-7
Finals Week	Monday-Friday	December 10-14
Last Day of Fall Semester	Friday	December 14
Final Grades Posted on Empower	Wednesday	December 19
Student Holiday Break – College Open	Monday-Friday	December 17-January 4
<b>Holiday Break – College Closed</b>	Fri-Wed	December 21-26
	Mon-Wed	December 31-January 2
<b>These Dates are Subject to Change</b>		
Spring 2019 Semester		
Offices Open	Thursday	January 3
Student Orientation	Monday-Tuesday	January 7-8
Student Advising/Registration	Wednesday-Friday	January 9-11
First Day of Class	Tuesday	January 14
Last Day to Register or Drop/Add Class(es) w/o "W" on Transcript	Friday	January 18
Martin Luther King Day (3 <sup>rd</sup> Monday of January) – College Closed	Monday	January 21
President's Day – College Closed	Monday	February 18
Mid-term Week (8 <sup>th</sup> Week of Semester)	Monday-Friday	March 4-8
Mid-term Grades Posted to Empower	Wednesday	March 13
Spring Break – No Classes <b>COLLEGE OPEN</b>	Monday-Friday	March 18-22
Last Day to Withdraw with a grade of "W" (10 <sup>th</sup> week of Semester)	Friday	March 29
Easter Observance – College Closed	Friday and Monday	April 19 and 22
Finals Week	Monday-Friday	May 6-10
Commencement Ceremony	Thursday	May 9
Last Day of Spring Semester	Friday	May 10
Final Grades Posted to Empower	Wednesday	May 15
<b>These dates are subject to change</b>		

Approved by the ANC Board of Directors, November 29, 2017

Revised by CFC/DB/mb

## Tuition and Fee Schedule

*The student is fully responsible for the payment of all tuition and fees when registering for classes. The student is also fully responsible for the remaining balance after the PELL grant, waivers and scholarships are applied.*

Credit	Tuition	Registration Fee	Internet Fee	Building Fee	Computer Fee	Student Activity	Transcript	Total Cost of Attendance
1	70.00	60.00	30.00	25.00	25.00	30.00	15.00	255.00*
2	140.00	60.00	30.00	25.00	25.00	30.00	15.00	325.00*
3	210.00	60.00	30.00	25.00	25.00	30.00	15.00	395.00*
4	280.00	60.00	30.00	25.00	25.00	30.00	15.00	465.00*
5	350.00	60.00	30.00	25.00	25.00	30.00	15.00	535.00*
6	420.00	60.00	30.00	50.00	50.00	30.00	15.00	655.00*
7	490.00	60.00	30.00	50.00	50.00	30.00	15.00	725.00*
8	560.00	60.00	30.00	50.00	50.00	30.00	15.00	795.00*
9	630.00	60.00	30.00	75.00	75.00	30.00	15.00	915.00*
10	700.00	60.00	30.00	75.00	75.00	30.00	15.00	985.00*
11	770.00	60.00	30.00	75.00	75.00	30.00	15.00	1055.00*
12-13	840.00	60.00	30.00	100.00	100.00	30.00	15.00	1175.00*
14-15	870.00	60.00	30.00	100.00	100.00	30.00	15.00	1205.00*
16-17	900.00	60.00	30.00	100.00	100.00	30.00	15.00	1235.00*
18	930.00	60.00	30.00	100.00	100.00	30.00	15.00	1265.00*
19 Approval required	1330.00	60.00	30.00	100.00	100.00	30.00	15.00	1665.00*
19+ Approval Required	A student seeking to register for 19+ credits must receive written authorization from the Dean of Student Affairs and Dean of Academic Affairs. The student will be assessed the appropriate tuition and fees for 19 credits then an additional cost of \$70 per credit for each credit after 19.							

\*NOTE: An additional fee of \$10 will be assessed for classes that require a lab and/or special supplies/equipment.

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## **About Aaniiih Nakoda College**

### **Aaniiih Nakoda College**

Aaniiih Nakoda College (ANC) is one of 37 tribally controlled community colleges in the United States and Canada. ANC was chartered by the Fort Belknap Indian Community Council on November 8, 1984. Aaniiih Nakoda College has been accredited through the Northwest Commission on Colleges and Universities since June 1993. Aaniiih Nakoda College's accreditation has been reaffirmed by the Northwest Commission on Colleges and Universities. This status enables ANC credits to transfer to other colleges and universities.

### **Philosophy**

The educational philosophy of the Board of Directors, Administration, Staff and Students of Aaniiih Nakoda College reflects the abiding relevance of Aaniiih and Nakoda cultures. The College strives to promote equality among all people and diversity within the College campus and tribal community. The College strives to acquire and maintain active and on-going leadership in all aspects of reservation life by using qualified staff that are sensitive to student and community needs. This is reflected by adhering to lifelong, inter-generational learning by promoting family involvement and the will to meet each persons and community needs by respecting the spirituality of the Aaniiih and Nakoda.

### **Core Themes and Goals**

Core Theme 1: Academic Quality

Core Theme 1 Goal: ANC will provide high quality postsecondary education opportunities.

Core Theme 2: Cultural Integrity

Core Theme 2 Goal: ANC will provide educational programs and services grounded in the lifeways of the Aaniiih and Nakoda tribes.

Core Theme 3: Student Success

Core Theme 3 Goal: ANC will help students succeed in achieving their academic and professional goals.

### **Fort Belknap Indian Community**

The resilient environment of Aaniiih Nakoda College, amid flaring Northern lights and tumbleweed banked fences, influences humans, as well as institutional responses, along the Montana Northern tier. In order to understand this College's vision, philosophy and strategies, the physical surroundings must be visualized as well as ANC's origin and the history of the Aaniiih and Nakoda Indian tribes.

An area of both "highest cost of living" and "highest energy costs," the Northern tier bands Montana horizontally from Highway 2 to the Canadian border. It is depressed ranch country which has experienced over a decade of drought. Erratic weather often breaks records for extreme temperature changes; soaring as high as 100 degrees and diving to -60 degrees (i.e., Guinness Book of World Records, 1990, Browning, Montana, from 44 degrees to 57 degrees in a 24 hour period.)



The Aaniiih and Nakoda now live near the center of their historic homeland; their original land base was whittled bit by bit--mountain and forest, prairie and stream--until very little economic potential remained. The Tribes were left with scant timber and constricted range scoured by winds with wind gusts that exceed 75 miles per hour. A mountain of gold harvested in 1895 had produced \$80 million annually--for others. The cyanide leech open mining pits have recently closed, leaving the sacred mountains violated and scarred beyond repair. The open mining pits border the Southern edge of the reservation resulting in environmental damage that threatens human and animal existence.

Aaniiih Nakoda College was started as a tool to fight the effect of generations of economic depression. With low enrollment but with significant potential, the College has a student body of 95% American Indians, with 96% of the total population qualifying for financial aid. Despite the severity of personal and social problems, the students have prospered attending this institution.

The Fort Belknap community did not have input in the development of the policies that govern the education agencies that serve Fort Belknap and the ultimate result was a small number of students graduating from high school and very few entering college. In an attempt to remedy the problem, the Tribal Council established the Fort Belknap Education Department in 1977, to provide educational services to tribal members, stressing programs in adult basic education and vocational education. In 1983, the Education Department recommended the Tribal Council establish its own tribal college.

The Fort Belknap Indian Reservation is located in north central Montana and homeland to the Aaniiih and Nakoda people. Established in 1888, the reservation is what remains of the vast ancestral territory of the Blackfoot and Nakoda Nations. The Aaniiih, as members of the Blackfoot confederacy, and the Nakoda Nation signed the Fort Laramie treaties of 1851 and 1855 with the United States Government establishing their respective territories within the continental United States. The Fort Belknap Reservation is part of what remains of these two nations ancestral territory that included all of central and eastern Montana and portions of western North Dakota.

The Gros Ventre people are "Aaniiih" meaning the White Clay People. They believed that they were made from the White Clay that is found along the river bottoms in Aaniiih country. Early French fur trappers and traders named this tribe "Gros Ventre" because other tribes in the area referred to them as "The Water Falls People." The sign for water fall is the passing of the hands over the stomach and the French thought the Indians were saying big belly so they called them "Gros Ventre" – meaning "big belly" in the French language.

The Assiniboine people are "Nakoda" meaning the generous ones. This tribe split with the Yanktonai Sioux in the seventeenth century and migrated westward onto the northern plains with their allies, the Plains Cree. "Assiniboine" is a Chippewa word meaning, "One who cooks with stones." The Assiniboine are located on both the Fort Belknap and Fort Peck Indian Reservations in Montana and on several reserves in Saskatchewan and Alberta.

The Aaniiih and Nakoda were nomadic hunters and warriors. They followed the buffalo which provided them with all the necessities of life. Their food, clothing and tepees all came from the buffalo. The last herd of buffalo in the continental United States in the nineteenth century existed between the Bear Paw Mountains and the Little Rocky Mountains in the lush Milk River valley. Today, the two tribes are united as one government called the Fort Belknap Indian Community. Together, the tribes have formed and maintained a community that has deep respect for its land, its culture, and its heritage. Fort Belknap derives its name from the original military post that was established on the Milk River, one mile southwest of the present town of Chinook, Montana. Fort Belknap named for William W. Belknap, who was the Secretary of War at that time, was a Military Fort combined with a trading post. It became a Government agency for the Aaniiih and Nakoda Indians living in the area.

## **Accreditation**

Aaniiih Nakoda College is accredited by the Northwest Commission on Colleges and Universities. Accreditation of an institution of higher education by the Northwest Commission on Colleges and Universities indicates that it meets or exceeds criteria for the assessment of institutional quality evaluated through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by the Northwest Commission on College and Universities is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to students who attend the institution.

Inquiries regarding and institution's accredited status by the Northwest Commission on Colleges and Universities should be directed to the administrative staff of the institution. Individuals may also contact:

Northwest Commission on College and Universities  
8060 165th Avenue N.E., Suite 100  
Redmond, WA 98052 (425) 558-4224  
[www.nwccu.org](http://www.nwccu.org)

Accreditation by the Northwest Commission on College and Universities refers to the institution as a whole. Therefore, statements like "fully accredited" or "this program is accredited by the Northwest Commission on Colleges and Universities" or this degree is accredited by the Northwest by the Northwest Commission on Colleges and Universities" are incorrect and should not be used.

## **Degrees Offered**

Aaniih Nakoda College offers and upon completion of program requirements awards Associate of Art, Associate of Science, Associate of Applied Science Degrees and One Year Certificates of Applied Science in the following disciplines:

### **Associate of Art**

American Indian Studies (AIS)  
Business (BU)  
Chemical Dependency Counseling (CAS)  
Early Childhood Education (EDEC)  
Education (EDUC)  
Human Services (HMS)  
Liberal Arts (LA)  
Psychology (PSYX) (Moratorium)

### **Associate of Science**

Allied Health (AH)  
Computer Information Systems (CIS)  
Environmental Science (ES)  
Nursing (NRSG)

### **Associate of Applied Science**

Carpentry (CARP)  
Welding (WELD)

### **One Year Certificates of Applied Science**

Carpentry (CAR)  
Health Science (HS)  
Tribal Management ( TM )  
Welding (WEL)

### **Professional Certifications** (Offered on Demand)

Montana Certified Nursing Assistant (C.N.A.)  
Commercial Driver's License (CDL)

## **Memberships**

American Indian Higher Education Consortium (AIHEC)  
Montana Indian Education Association (MIEA)  
National Indian Education Association (NIEA)  
American Council on Education (ACE)  
Montana Association of Student Financial Aid Administrators (MASFAA)  
National Association of Student Financial Aid Administrators (NASFAA)  
Montana Association of Collegiate Registrars and Admissions Officers (MACRAO)  
American Association of Collegiate Registrars and Admissions Officers (AACRAO)  
Montana Historical Society; American Library Association (ALA)  
Montana Library Association (MLA); Montana Indian Tribal Library Group (MITLG)  
National Academic Advising Association (NACADA)  
American Association of Community Colleges (AACCC).  
Council for Higher Education Accreditation (CHEA)  
American Indian College Fund (AICF)  
Phi Theta Kappa Chapter

## **Equal Opportunity**

Aaniiih Nakoda College is committed to a program of equal opportunity for education, employment and participation in college activities, without regard to race, color, sex, age, religious creed, political ideas, marital status, physical or mental handicap, or national origin or ancestry, within the confines of applicable laws.

## **Statement of Law**

Aaniiih Nakoda College is committed to complying with all equal opportunity laws and orders applicable to this institution, which may include, but are not limited to Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veterans Readjustment Act of 1984, Executive Order 11246, the Montana Fair Practices Act of 1974, the Montana Nondiscrimination by State and Local Government Act of 1975, and applicable laws of the Fort Belknap Indian Community, including but not limited to the Tribal Employment Rights Ordinance.

## **Grievance Procedures**

Aaniiih Nakoda College has established a discrimination grievance procedure for employees, students and applicants for employment who allege they have been unlawfully discriminated against because of any college regulation, policy, practice or the official action of any college employee. This College is prohibited from retaliating against an individual who has made charges, testified, assisted or participated in any way in any proceeding, investigation or hearing in regard to the violations or alleged violations of laws or orders requiring equal education and/or employment opportunity. Persons believing they have been discriminated against should contact the:

President, Aaniiih Nakoda College  
The Equal Employment Opportunity Officer  
PO Box 159  
Harlem, Montana 59526  
406-353-2607

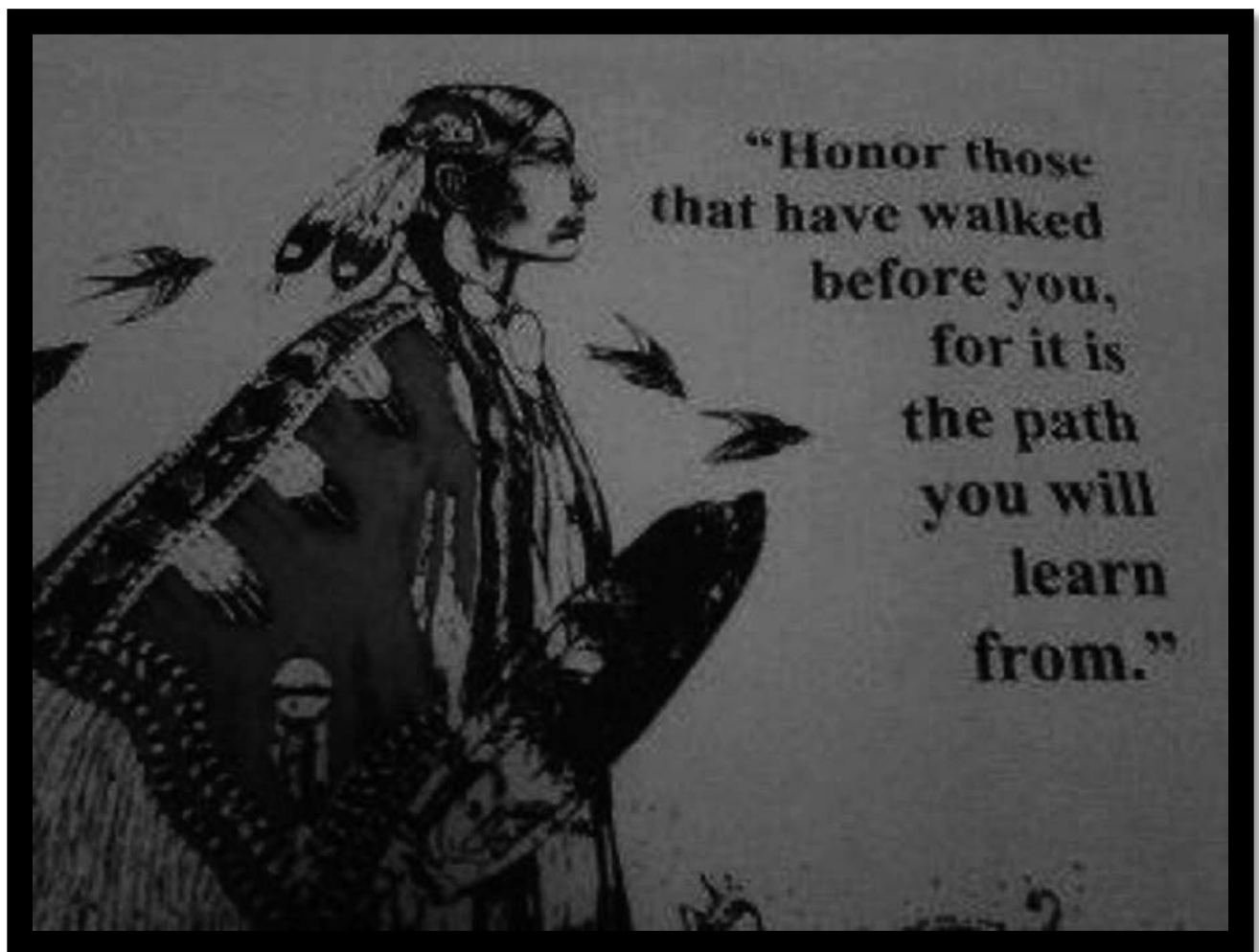
OR

Fort Belknap Tribal Employment Rights Office  
Harlem, Montana 59526  
RR 1 Box 66  
Harlem, Montana 59526  
406-353 2205

For additional general information about discrimination concerns, you may contact the following: Montana Human Rights Commission, Room C 317, Cogswell Building, Helena, MT 59601, 406-449 2884.

### **Disclaimer**

Aaniih Nakoda College reserves the right to change or withdraw courses, to change the fees, rules and calendar for admission, registration, instruction, and graduation and to change other regulations affecting the student body, at any time when necessary.



## Admission Policies and Requirements

### Admission Policies

Our open door policy will allow admission to whoever holds a valid high school diploma or passed an official high school equivalency, i.e. HiSet or GED. Admission is not restricted to an American Indian student only. The open door policy encourages all potential students to participate in many areas of educational advancement. A student under the age of 18 will need a consent form sign by a parent and filed in the Registrar's Office before admission. All students are welcome.

**Equal opportunity/Affirmative Action Policy:** Aaniiih Nakoda College is an equal opportunity, affirmative action institution that does not discriminate in its admissions or participation in its educational activities on the basis of race, color, religion, sex, national origin, age, the presence of mental or physical disability, or status with regard to marriage or public assistance, except as allowed by the Indian preference provision of the Civil Rights Act of 1964 or where Indian preference is otherwise allowed by law.

### Admission Requirements

1. Admission Application
2. \$10.00 Admission Fee (Nonrefundable)
3. Placement Test (TABE)
4. Official High School Transcript or Official High School Equivalency Transcript  
(With graduation/completion date)
5. Official College/University Transcript(s) (If attended another college/university)
6. Declaration of Major
7. PPD (tuberculosis) Test with results taken within the last 5 years
8. Immunization Record (current)
9. American Indian Tribal Enrollment (if applicable)

Official/Original documents are required and become the property of Aaniiih Nakoda College. All admission forms can be obtained at the Registrar/Admission Office. Official acceptance will be issued when all the above forms have been received.

Any student who has declared a major, regardless of credit load, must follow and complete admission procedures.

### Immunization Records and PPD Test

Every applicant must submit his/her immunization record before his/her admission application is complete. If born on or before January 1, 1957, you are only required to provide proof of immunization against measles, mumps and rubella (MMR).

All students are required to submit the results of a PPD (tuberculosis) test. The test must be within the last five (5) years. Positive PPD testers will be required to receive an x-ray to eliminate contagious factors. A student with contagious airborne (active TB) communicable disease will not be admitted for attendance. Exemptions to this requirement are available only to persons who have had a physician-diagnosed case of the disease(s) or a medical or religious exemption.

## **Placement Tests**

All incoming freshman students who have never attended a college or university shall be required to complete the placement test in mathematics and writing prior to acceptance.

A student who scores below the required college entrance level will be placed in refresher or developmental courses. Former students who do not have placement test scores on record may be tested as well. The results of the test will be given to the advisor to assign appropriate level classes for the student. Advisors will not approve enrollment in a course, which is a higher level than that indicated by the placement test. The Registrar/Admissions Officer will make the final determination of acceptance for the student for all placement test scores. A transfer student who has not earned 30+ college level credits must complete the placement test prior to acceptance. The placement test ensures that a student is given the best possible academic advisement.

## **Selecting a Major or Changing a Major**

An advisor will be assigned according to the student's declared major by the Registrar/Admission Officer prior to registration. They are experts in their instructional areas and will explain the program course requirements for the chosen course of study and will provide guidance throughout the students' entire academic career at ANC. Their office hours will be posted for the semester and students are strongly encouraged to meet with them periodically throughout the semester for assistance with any questions, problems or concerns.

Advisors will be located in their offices during registration. All students must meet with their advisors to complete the registration form prior to finalizing registration with the Registrar. Remember, it is the student's responsibility to register for the proper courses and for fulfilling all requirements for a degree as set forth in the catalog, which may contain amendments.

A student can change their program of study (major) by contacting the Registrar and completing a new declaration of major form. (This change may affect the students' length of eligibility for financial aid therefore it is highly recommended that the student meet with the Financial Aid Officer.)

## **Catalog Year**

The **semester** the student declares a major will be the same for catalog year program requirements. If the student changes their major the new semester will become the new catalog year for program requirements. A new advisor will be assigned when a new major is declared. Returning former students will have the option to stay in the same catalog year they initially began their studies or declare the returning semester as their catalog year. The student must obtain approval of their advisor before setting the catalog year.

## **Students Transferring to ANC**

A student transferring from another institution must complete the admission process and submit an official transcript from the previously attended college(s). An evaluation of credits previously earned at a recognized accredited post-secondary educational institution will determine which classes can be accepted when the student transfers to



Aaniiih Nakoda College. In cases where no formal transfer credit agreement exists between the Aaniiih Nakoda College and the sending institution, the Registrar's Office will review all eligible course work for transfer credit. An evaluation of transfer credits must be completed before registering for classes.

- ✦ Only courses with grades of "C" or above can be accepted as transfer courses from an accredited post-secondary institution.
- ✦ Transferred course credits will not be included in computing the grade point average (GPA) at ANC.
- ✦ A minimum of fifteen (15) semester hours of credit must be earned at ANC prior to graduation.
- ✦ A transfer student shall have their financial aid eligibility and satisfactory academic progress evaluated from the time they begin at Aaniiih Nakoda College. Length of financial aid eligibility will be determined by the number of credits that transfer into the student's degree program. A student has a maximum of 90 credits to earn a degree here at Aaniiih Nakoda College, unless otherwise appealed to complete the degree program. Satisfactory Academic Progress will be evaluated based on the grade transcript received at the previous institution of higher learning.

### **Fresh Start Policy**

Prior Aaniiih Nakoda College students, who wish to return after an absence of one-academic year or longer, to complete their degree or may have an outstanding debt, may apply to eliminate their previous coursework or debt at the institution under the "Fresh Start" option. This policy is subject to several restrictions, and may not be available to all students. Under the policy, a student may erase a maximum of one semester or one quarter of previous Aaniiih Nakoda College coursework and/or tuition and fees debt. The coursework will remain on the student's academic record for financial aid purposes, but the credits and grades will not be carried forward into the student's cumulative grade point average (GPA). Once a student has elected to exercise the Fresh Start policy, the effects of the policy may not be rescinded. All credits earned for the elected semester or quarter of coursework will be erased. The following conditions must be met to apply for the Fresh Start option:

- ✦ Must be a returning student after an absence of one academic year (Fall/Spring)
- ✦ Can only use the Fresh Start option once.
- ✦ Must apply for the Fresh Start option during their first semester of returning to Aaniiih Nakoda College.
- ✦ Cannot be enrolled as a student the previous semester when applying.
- ✦ Must complete the returning semester with a 2.00 g.p.a.

**If the student fails to maintain a 2.00 gpa for the returning semester, the Fresh Start Policy Agreement will be revoked.** The Fresh Start Policy does not remove students from Financial Aid Suspension. Students must meet with Financial Aid Officer for financial aid reinstatement.

## **Former/Returning ANC Students**

All returning or former ANC students must meet the readmission requirements in order to be readmitted.

- ✎ Readmission Application
- ✎ Updated TB Tests
- ✎ Official Transcript from the college or University previously attended other than ANC.

## **Concurrent Dual Enrollment with Another College**

The student must complete an admission application packet from Aaniiih Nakoda College and be accepted for special admission. Concurrent enrollment with another college must be approved by the registrars from both institutions through a Consortium Agreement. The host institution will initiate the Consortium Agreement. Approval must also be obtained in writing from consenting financial aid officers. Financial aid programs may require additional credits for a student to be considered full time.

## **HiSET Program**

The new national high school equivalency testing program called HiSET is replacing the old GED program for students pursuing their high school equivalency. Aaniiih Nakoda College offers Adult Basic Education (ABE) classes for students and community members who are interested in obtaining their high school equivalency. A student studying for the HiSET Test may register for the Adult Basic Education Classes or the developmental/refresher (remedial) classes, with the tuition and fees waived for these courses only. The student is responsible for his/her own book charges for these courses.

The HiSET student must follow the regular admission process and maintain satisfactory academic progress to continue to participate in the offered courses. A student who does not maintain satisfactory academic progress will have his/her acceptance revoked and must reapply.

***Aaniiih Nakoda College is a certified addendum testing site and offers HiSET testing once a month as an incentive for students who would like to obtain his/her high school equivalency. HiSET students do not qualify for Financial Aid.***

## **Developmental and Refresher Courses**

The purpose of Developmental/Refresher Program is to provide courses that will assist students in achieving the foundational skills necessary for them to continue their education or enhance their professional development. Although this program is open to all students, Placement Test scores will determine priority placement for students in Developmental Writing and Math courses. All students who are required to take developmental studies courses should academically and financially plan to take more than four semesters of full time course work to graduate. The Developmental Studies Refresher Program will provide basic courses in reading, writing, mathematics, study skills, and career development.

A student will be able to:

- ✦ Develop and strengthen foundational basic math skills and concepts in preparation for college level mathematics.
- ✦ Successfully develop college level reading skills.
- ✦ Develop fundamental grammatical skills used for successful college writing and communication.
- ✦ Develop preparatory study skills and basic college and career planning tools.

These courses will not count towards a degree or certificate. A final grade of pass/fail will be awarded upon completion of the course. The developmental and refresher courses will not be used when calculating the cumulative grade point average for Academic Honors. Developmental and Refresher courses will be counted as “Credits Attempted” for financial aid purposes.

### **Non-Degree Seeking Student**

A non-degree seeking student is defined as a student who has not declared a major upon admission to Aaniiih Nakoda College or taking courses to update current job skills. If a non-degree student subsequently decides to pursue a degree, he/she must complete a declaration of major form and complete the regular admission application process. Non-degree seeking students do not qualify for Financial Aid.

### **Dual Enrollment High School Student**

A high school “senior” may apply for admission to take regular college courses while concurrently enrolled in high school. This opportunity will allow the student to strengthen and enrich his/her educational program. The high school student will complete the regular admission process and provide the appropriate documentation of approval by high school officials and parent(s). The tuition and fees are waived. The book charges are not waived. A high school student is not eligible for financial aid. The student must meet the following academic eligibility.

- ✦ The student must be an official high school senior.
- ✦ The student must have a cumulative grade point average of 3.00 at the end of his/her junior year.
- ✦ The student must take the placement test and be eligible for regular admission.
- ✦ The student must have official letters of recommendation from:
  1. High School Principal
  2. High School Counselor
  3. One high school teacher
- ✦ Parents indicating permission for their student to attend and accept full responsibility for tuition, fees and book charges. Signed Parental Consent Form.

***ANC college credits will be deferred until the student has graduated from high school and submits an official high school transcript with the graduation date.***

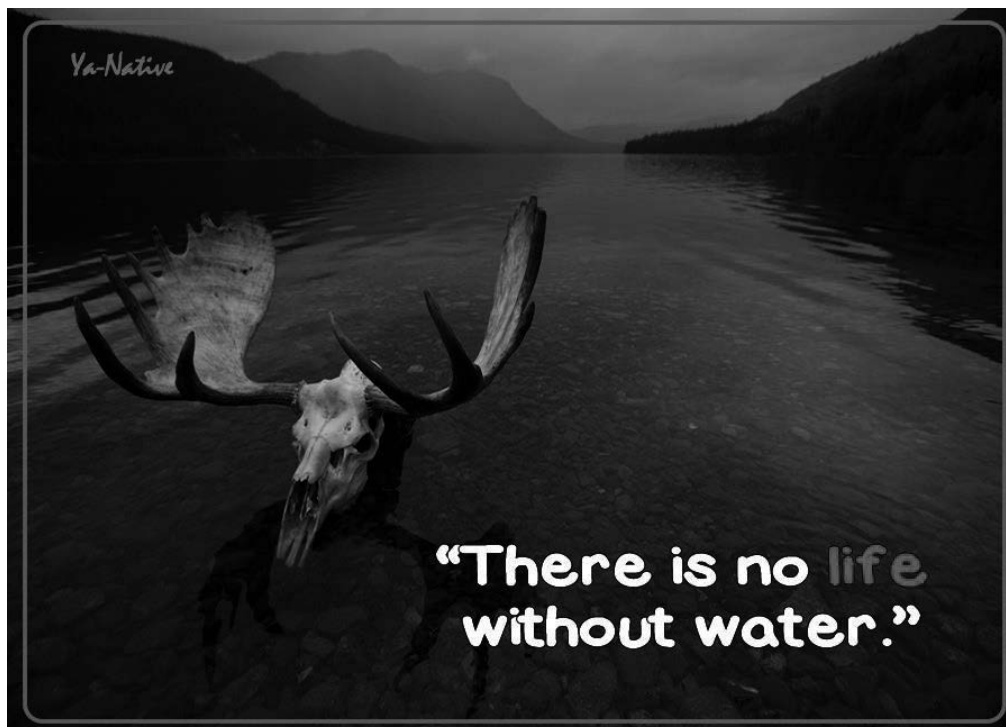
### **Dual Credit for High School Students**

Dual credit enrollment means the student can be awarded to high school transcript credits as well as college transcript credits for the same course. The high school and ANC college must have entered into a Memorandum of Understanding listing the agreed upon dual transcript credit course(s). The high school student will receive high school transcript credits as well as ANC college transcript credits for the same course.

The high school and Aaniiih Nakoda College must have an approved Memorandum of Understanding listing the dual credit course(s). ANC college credits will be deferred until the student has graduated from high school and submits an official high school transcript with the graduation date.

The Aaniiih Nakoda College dual credit program is designed to serve high school students who have demonstrated academic or workforce ability and motivation. The tuition and fees are waived. The book charges are not waived. In order to be eligible to participate a high school student must:

- ✦ Be at least 16 years of age and a high school senior.
- ✦ Have a signed Consent approval form from a parent or guardian if under the age of 18.
- ✦ Have received prior, signed authorization from the high school counselor, principal and one (1) teacher indicating that they are ready for college-level course work.
- ✦ Have a cumulative Grade Point Average (GPA) of 2.5 at the end of their junior year
- ✦ Apply for admission to ANC, including paying the \$10.00 application fee.
- ✦ Placement test scores and high school GPA will determine entrance into college level course.
- ✦ Not displace ANC college students. In registering for courses, dual enrollment students will not take seats reserved for college students
- ✦ Dual enrollment/credit students will follow ANC college calendar dates. It is critical students note drop/add dates and withdrawal dates.



# Student Services

## Student Records

The **official** student academic records are kept in the Registrar/Admission Office located in Nakoda Hall. The Registrar/Admission Officer, in collaboration with the student, is responsible for maintaining current and accurate records and data.

Admission records, permanent transcripts, class registration, and grades are maintained by this office. Student statistical data is required for reporting purposes. Personal student data revisions, i.e., address change, change of major, change of advisor, must be reported to the Registrar/Admission Office. The Aaniiih Nakoda College staff advises each student to make a copy of all documents presented to the Registrar/Admissions Office. In accordance with the Family Education Rights and Privacy Act (FERPA) the Aaniiih Nakoda College is not required to provide photocopies of educational records. **Fifty cents (\$.50) per copy will be charged.**

## Student Rights and Responsibilities

Each student is responsible for reading, understanding and adhering to the information contained in the Aaniiih Nakoda College (ANC) Catalog and the Student Handbook. Failure to read the regulations will not be considered an excuse for noncompliance. Aaniiih Nakoda College reserves the right to revise policies and/or curriculum as the institution deems necessary. The college does not accept responsibility for delays in graduation or attainment of career goals resulting from errors in registration, cancelled courses, time schedule changes, changes in degree requirements, or similar related changes or for errors resulting from consultation with and reliance upon any information acquired from any college employee.

Aaniiih Nakoda College places full responsibility upon the student for registering for the proper courses and for fulfilling all requirements for a degree as set forth in the catalog, with amendments.

- ✦ To receive a quality education.
- ✦ To use ANC facilities and to receive the benefits of ANC sponsored activities.
- ✦ To participate in the governance of ANC.
- ✦ To see their academic record as provided by the Family Education Rights and Privacy Act (FERPA)
- ✦ To be informed of inadequacies in performance and their consequence.
- ✦ To be notified of any changes in course requirements, tuition, or fees.
- ✦ To be informed of their rights and disciplinary procedures.
- ✦ To have access to recourse through a grievance process.
- ✦ To exercise individual freedom within the framework of the regulations, goals, and philosophy of ANC.
- ✦ To have learning environment free from psychological and physical harm.
- ✦ To abide by the policies and regulations of ANC.
- ✦ To treat ANC employees and facilities in a responsible and respectful manner.
- ✦ To enroll and complete requirements in all courses.
- ✦ To derive the greatest college experience in academics and extra-curricular activities.

## **Accessibility Policy**

Aaniiih Nakoda College recognizes its responsibility for making reasonable accommodations to ensure there is no discrimination on the basis of a disability. The instructional buildings in use at Aaniiih Nakoda College are accessible to the physically challenged. In those instances in which services or instruction are provided in buildings that are not physically accessible, reasonable arrangements will be made to assure that the needs of the individual students are met.

If you have a disability, please contact the Dean of Student Affairs in Nakoda Hall to complete an application for services.

## **Registered Violent and Sexual Offenders Policy**

ANC admission application process will include disclosure of criminal background information for full time or part time students. Registered sexual or violent offenders, who are pedophiles, must stay 500 feet from any facility where children under eighteen congregate; for e.g., language immersion school, head start and day care centers.

Students will be informed of the ANC policies regarding registered sexual and violent offenders via the college web page. The Dean of Student Affairs will maintain all pertinent information, including pictures and legal descriptions of all registered violent and sexual offenders. Visitors who are registered violent or sexual offenders may be asked to leave the campus. If they do not comply, the local law enforcement will be called to remove them.

## **Clery Act**

In compliance with the US Department of Education's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) Aaniiih Nakoda College annually submits a crime and fire report to the U.S. Department of Education. This Annual Crime Report is posted on the college web site [www.ancollege.edu](http://www.ancollege.edu).

## **Family Educational Rights and Privacy Act (FERPA)**

The FERPA regulations were written specially to guarantee each student **three primary rights**, if they are attending a post-secondary institution.

1. FERPA guarantees the student the right to inspect and review education records. A student has a right to know what the education institution is maintaining about them. Aaniiih Nakoda College is not required to provide photocopies of education records, unless refusing to do so prevents the student from reviewing their records for accuracy.
2. A student must also have a right to seek to amend those records if the records are inaccurate, misleading or otherwise in violation of the student's privacy rights.
3. FERPA guarantees a student the right to have some control over the disclosure of information from their education records. FERPA guarantees rights to individual students who have reached the age of 18 and are attending a postsecondary institution. They are considered adults with full rights of ownership over their records. If the student has not reached the age of 18 and attending a post-secondary institution, they are still guaranteed rights under FERPA. A student must give the college written permission to release information to their parent/guardian.

**Directory Type** - An institution may disclose “directory-type” information to third parties without consent from the student according to ANC policy. The following directory-type information may be given to any inquirer without written authorization from the student: **Name, address, major, number of credits currently taking, diplomas or certificates awarded, honors, and date of completion.**

A student who wants any or all of this information to remain confidential must inform the Registrar in writing. For further information on your rights to confidentiality, see the Family Education Rights and Privacy Act (FERPA) rules and regulations posted in the college catalog. Any student requesting a release of information covered under FERPA rules and regulations must complete a written request.

**Non Directory Type** – Non Directory Type information may not be released without the written consent of the student. The Aaniiih Nakoda College policy states that the following student information cannot be released without the written consent of the student. This information includes date/place of birth, class schedule, parent/guardian information, grades, grade point average, academic status, credits completed, official/unofficial transcripts, and resident status. This information may be released to Aaniiih Nakoda College staff/faculty for the college use only. The college will only verify the data supplied by Government Offices, prospective employers, or other institutions.

### **Transcript Requests**

A student must provide a written request for a transcript to the Registrar’s Office for official and unofficial transcripts. *Transcripts will not be released if a student has financial and/or other obligations to ANC.* The release of grades and transcripts and other student data to a third party requires written authorization by the student. All transcript requests will cost \$5.00 each. Current enrolled students are allowed three (3) official transcripts “free” per semester, with a cost of \$5.00 for each additional request after three (3).

### **Health Service**

There is no formal campus health services program or facilities at ANC. Eligible tribal members are encouraged to contact the Indian Health Service for medical attention. A student who is not an enrolled member of a federally recognized tribe should have a doctor’s name, address and telephone number on file in the Registrar/Admission Office, in case of an emergency.

It is the practice of Aaniiih Nakoda College personnel to handle emergency situations by directing the distressed student to the closest Indian Health Services (IHS) emergency room or calling 911. A student with medical problems should inform the Registrar/Admission Officer of his/her condition immediately upon registration at Aaniiih Nakoda College.

### **Housing**

Aaniiih Nakoda College does not have on-campus housing; consequently housing arrangements are the student’s responsibility.

### **Food Services**

Aaniiih Nakoda College does not have on-campus food services.



## **Student Senate**

The Student Senate is made up of elected student representatives who administer funds generated by the activity fee that is paid during registration. This is a formal council that is an important function of the College. The purpose of the Student Senate is to:

- develop leadership skills;
- act as a liaison between the student body and the faculty and staff;
- act as a liaison between the student body, ANC President and the Board of Directors;
- provide input opportunities for Aaniiih Nakoda College from the student body; and
- Govern using skills that follow “Robert’s Rules of Order” and/or traditional talking circle format.

Clubs and organizations must enroll with and be approved by the Dean of Student Affairs and register with the Student Senate. All clubs must have by laws which accurately describe the organization, governance, and operational policies and procedures. Students are encouraged to join existing clubs.

Red Lodge Society  
American Indian Business Leaders (AIBL)  
Phi Theta Kappa Honors Society  
Archery Club

## **Registration Procedures**

A student must have completed the admission process and all of the appropriate documentation for the financial aid office before registering for classes. A student who is not receiving federal student aid is responsible to pay for his/her own tuition, fees, and books/supplies.

Registration can be completed on line with their assigned advisors during Registration Week which is held in the Little River Learning Lodge on Thursday and Friday the week before the first day of class. Representatives from the Registrar’s Office, Financial Aid Office, Business Office, and Advisors will be available. Students must complete the following steps in order to register for classes:

- ◆ Complete Admission Application
- ◆ Complete Financial Aid Office Application
- ◆ Meet with Academic Advisor and Register for Classes
- ◆ Contact the bookstore and acquire the necessary textbooks and materials.

## **Personal Funds and Property**

Students are ultimately responsible for their own valuables. Aaniiih Nakoda College is not responsible for personal injuries or property damage.

# Student Conduct

## Student Conduct Code

The official ANC Student handbook sets forth standards of student conduct. Aaniiih Nakoda College expects the student to conduct themselves in a respectable, responsible and mature manner: including respect for other students, staff and faculty. The student is expected to represent Aaniiih Nakoda College in an honorable manner, whether on campus or in travel status.

It is the policy of Aaniiih Nakoda College to allow students maximum freedom consistent with good scholarship and good citizenship. Good citizenship implies high standards of conduct both on campus and elsewhere and requires conformity to the laws of the United States, State of Montana, the Fort Belknap Indian Reservation, and the ANC Policies and regulations.

Aaniiih Nakoda College maintains the disciplinary powers to protect the integrity of institution property, staff, faculty and students, and its purpose: educating students.

The following forms of student misconduct are subject to disciplinary action:

- ✦ All forms of dishonesty, including cheating, plagiarism, knowingly furnishing false information to the college; forgery, alteration or use of ANC documents as instruments of identification with intent to defraud.
- ✦ Disruption or obstruction during teaching, research, disciplinary proceedings or other ANC activities.
- ✦ Physical, verbal or sexual harassment/abuse of any person on ANC premises or at a sponsored event.
- ✦ Theft or damages to ANC property or property of a member of the ANC community on college premises.
- ✦ Failure to comply with directions of ANC officials acting in performances of their duties.
- ✦ Violation of published ANC regulations, including those relating to entry and use of institutional facilities, the rules of this code of conduct and any other regulations which may be in enacted.
- ✦ Use of alcohol or drugs on campus, selling drugs on campus and/or appearing on campus under the influence of drugs or alcohol, as demonstrated by impaired physical conduct.
- ✦ Violation of the ANC Internet Policy.

## **Academic Honor and Student Integrity**

Aaniih Nakoda College is dedicated to the excellence of the individual. The purpose is that every student at all times recognizes the obligations as members of the College community and fulfills them completely. Enrollment is a voluntary entry into a college for the purpose of training and study. With enrollment, the student accepts both the rights and responsibilities afforded to ANC students. As members of the College community, a student has the responsibility to study and learn, and to conduct himself/herself with integrity in relation to the College's mission, goals, policies and procedures. A student registered for classes has the responsibility of attending all scheduled class periods.

When students register, they expect ANC to educate them and treat them fairly. In return, ANC expects students to do their best and be honest. By signing their names on a registration form, students promise to stand for the principle of Academic Honor.

- ✦ Do your own Work!  
Never copy other student's completed assignments. Do not sub-contract your assignments to family, friends or other students.
- ✦ Refuse to do assignment for other students. If asked, remind that person that honor must be earned.  
Remember, too, that intellectual growth calls for individual effort.
- ✦ Guard against plagiarism.  
Always give credit to the words and ideas of others. Put quotation marks around sentences you copy. Write paraphrases and summaries in your own words. Always cite your sources (MLA or APA style). End your assignment with a citation of the list of books and references.
- ✦ A student who violates academic integrity may:
  - First Offense -fail the assignment,
  - Second Offense - fail the course, or
  - Third Offense – expulsion.

## **Complaints and Disciplinary Action**

*All complaints are directed to the Dean of Student Affairs, whether the complaint is one of personal or sexual misconduct. The procedure is:*

- ✦ Notify the Dean of Student Affairs as soon as possible. This notification need not be in writing.
- ✦ Notification should be within 30 days of the incident or misconduct.
- ✦ Misconduct reported after 30 days may be investigated, but the type and level of possible sanctions will be affected.
- ✦ Incidents of sexual misconduct may be investigated up to 3 years after the occurrence.

**An emergency or criminal activity/misconduct will be reported to the Fort Belknap Law Enforcement and/or Indian Health Service-Emergency Department.**

## **Informal Resolution**

Given the size and culture of the ANC Community, informal resolution is the most desirable route. A win-win agreement will be the goal. This does not mean to indicate that a person will not be sanctioned as outlined in this code. Rather, the welfare of the person violated and the Fort Belknap community will be of a higher priority. A summary or written statement will be generated. This may be done by the complainant/victim at the request of the Dean of Student Affairs or may be compiled by the Dean of Student Affairs. The Dean of Student Affairs or designee will attempt to reach an agreement on resolution with appropriate parties within five (5) days of notification.

## **Written Charges**

If informal resolution is not achieved, formal written charges indicating the specific violations will be presented to the accused by the Dean of Student Affairs by the 5th day after the Informal Resolution has failed, along with the discipline sanctions or corrective action.

## **Student Conduct Probation**

A student will be excluded from participation in privileged activities as specified in writing for a period not to exceed one year, in addition they may have to comply with discipline sanction or corrective action.

## **Student Conduct Suspension**

Depending on the severity of the incident, the student may be suspended from ANC for a period not to exceed two years and may be required to meet specific corrective action and/or comply with sanctions.

## **Appeal Procedures**

A student can request a hearing, which will be scheduled no longer than 15 days after the charges are presented. The hearing will be held before the Dean of Student Affairs (or designee) OR in cases of a more serious nature, the student may choose a hearing before a Student Appeals Committee made up of staff and faculty.

## **Recommendations are to be forwarded to the Dean of Student Affairs within 3 working days after the Hearing.**

The accused will be notified within 5 working days after the recommendation. The victim(s) may request to be notified of the outcome of the hearing, including sanctions. The decision of the Dean of Student Affairs is final, unless the student elected to appear before the Student Appeals Committee. The decision of the Student Appeals Committee is final. However, the President of the College may request a review of the case, but the decision of the committee is final.

**NOTE:** *In the case of criminal activity, a student may be suspended indefinitely, depending upon the crime.*

## Hearing Procedures

All hearings will be private if requested by the accused student. In a hearing involving more than one student, severance will be allowed if requested.

An accused student has the right to be represented by an advisor of his or her own choosing from within ANC. Production of records and other exhibits may be required and a record will be kept of the proceedings. In cases of probation or suspension, the student may have a choice of one of the following: (1) Appear before the Dean of Student Affairs and accept the decision; (2) Appear before a Student Appeals Committee made up of three students, three faculty members and a chairperson from the administration; (3) The chairperson will be a non-voting member and not the Dean of Student Affairs.

Recommendation for the imposition of sanctions is based upon evidence in support of the charges and not on the failure of the accused student to answer charges or appear at the hearing.

Cases against a faculty/staff person will be heard by a panel that includes the Dean of Student Affairs or designee and 2 faculty/staff members. The format will be the same as for student hearings. Decision is responsibility of Dean of Student Affairs, upon receiving recommendations from the panel.

## Drug and Alcohol Policy

Aaniiih Nakoda College has a zero tolerance policy on drugs and alcohol, as defined by the Drug Free Schools and Communities Act Amendments of 1989, Public Law 101-226. This policy is in compliance with the following Tribal Criminal Offenses under Title IV, Part 6 of the Fort Belknap Tribal Code.

Posted throughout campus are “No Tolerance” posters. Students and staff are required to sign a form that they were notified of the “No Tolerance” policy on drugs and alcohol on campus. This includes possession, use or being under the influence of alcohol and/or drugs on ANC campus or during an ANC sponsored student travel and off-campus events. Possession and/or use of weapons are also covered under the zero tolerance policy.

In addition special events and conferences are held throughout the year as a preventative measure, such as a Meth Conference which is held in December, Violence Against Women Act. Students and staff are made aware of the Fort Belknap Chemical Dependency Office, who provides information on the services available and the risks of Drugs and Alcohol, both physically and mentally. The Chemical Dependency Program will provide information on services and training throughout the year at these events: **1. Annual Staff Retreat; 2. Student Orientation; and National Drug and Alcohol Prevention Month.** The Chemical Dependency Program located adjacent to the campus. Eligibility is not limited to enrollees of the Aaniiih and Nakoda tribes. Counselors are available for services and there is an outpatient treatment program, as well as other services included in their brochure.

## Drugs

It is the policy of Aaniiih Nakoda College that students are prohibited from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance at Aaniiih Nakoda College. If an employee of the college believes a student is involved in any of the above mentioned activities with drugs, the following steps will be taken:

- ✦ The employee will contact the Dean of Student Affairs, who will immediately contact the Tribal Law Enforcement. The Dean of Student Affairs will make a written account of the incident to be placed in the student file.
- ✦ Any student caught selling drugs or taking drugs on campus will be suspended indefinitely.

## Alcohol

It is the policy of Aaniiih Nakoda College that a student is prohibited from coming on campus intoxicated. If the student is found intoxicated on campus, the following steps will be taken:

- ✦ The student will be asked to leave campus, failure to do so will result in an immediate contact with the Fort Belknap Law Enforcement Office.
- ✦ If a student comes on campus a second time intoxicated, the student will be placed on probation with a recommendation for the student to seek counseling or treatment.

Counseling and referral services will be made to the Tribal Chemical Dependency Center, which is located adjacent to the campus.

The campus will actively participate in larger, national awareness efforts, such as the National Alcohol and Drug Awareness Week. The college will provide educational material throughout the year in the areas of alcohol and substance abuse prevention. Special efforts will be directed toward each student during orientation and registration.

## Interim Restrictions

The Dean of Student Affairs or designee may impose interim sanctions on a student pending a hearing if there is reason to believe that the student's conduct poses an imminent and substantial threat of injury or interference with persons or property.

The Dean of Student Affairs will meet with the student and inform him/her of the basis of the interim sanction and offer the student an opportunity to explain. The Dean of Student Affairs may modify or delete the sanctions or may allow them to stand. A hearing shall be scheduled as soon as possible and no later than 10 days after the interim sanctions are imposed. The student may request a delay.

## Campus Security

Aaniiih Nakoda College has implemented campus security policies and procedures under the Student Right To Know and Campus Security Act of 1991. Complete details of the policies and procedures along with the campus crime statistics are contained in

the Student Handbook and posted on ANC website. It is the intention of Aaniiih Nakoda College to provide a safe environment for all students, visitors, staff, and faculty. See Student Handbook for more information on Crime Awareness and Campus Security Act.

**Clery Act:** In compliance with the US Department of Education's Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) Aaniiih Nakoda College annually submits a crime and fire report to the U.S. Department of Education. As a part of this we will also provide timely warning of any crimes that pose a threat to our college community via our Emergency Notification System.

### **Sexual Harassment Policy**

Persons notifying the Dean of Student Affairs of a sexual offense will be referred to an Advocate. The advocate will inform the victim as outlined in the Sex Offense Guidelines under the Higher Education Act of 1992. The Advocate will work with the victim. It is the policy of Aaniiih Nakoda College:

- ✎ To provide college employees and students with a working environment free from sexual harassment;
- ✎ To communicate the College's sexual harassment prevention policy and reporting procedures to employees, supervisors and students;
- ✎ To prohibit retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee and student who has testified, assisted, or participated in any manner in an investigation of a report.

It is not the purpose of this policy to intrude upon the personal lives of employees and students or to interfere with social relationships. Sexual harassment, however, is unacceptable behavior when carrying out the business of the college and will not be condoned or tolerated. Management is not obligated to investigate and respond to a report of alleged sexual harassment if the incident or action occurred more than three years prior to the report.

### **Accidents**

Any accident resulting in personal injury or equipment damage should be reported to an instructor or staff member immediately.

### **Weapons**

No weapons (guns, knives) are allowed on campus at any time. Weapons will be confiscated.

### **Children in the Classroom during Instruction Time**

It is the instructor's decision to allow new born infants in the classroom if the mother is returning to school after child birth. Instructors may not allow new born infants in the classroom for safety concerns around equipment or chemicals. Older unsupervised children are not allowed in the classroom during instruction time. Children must be supervised at all times while on campus. Please do not leave them unattended in the lobby or hallways.



## **Pets on Campus**

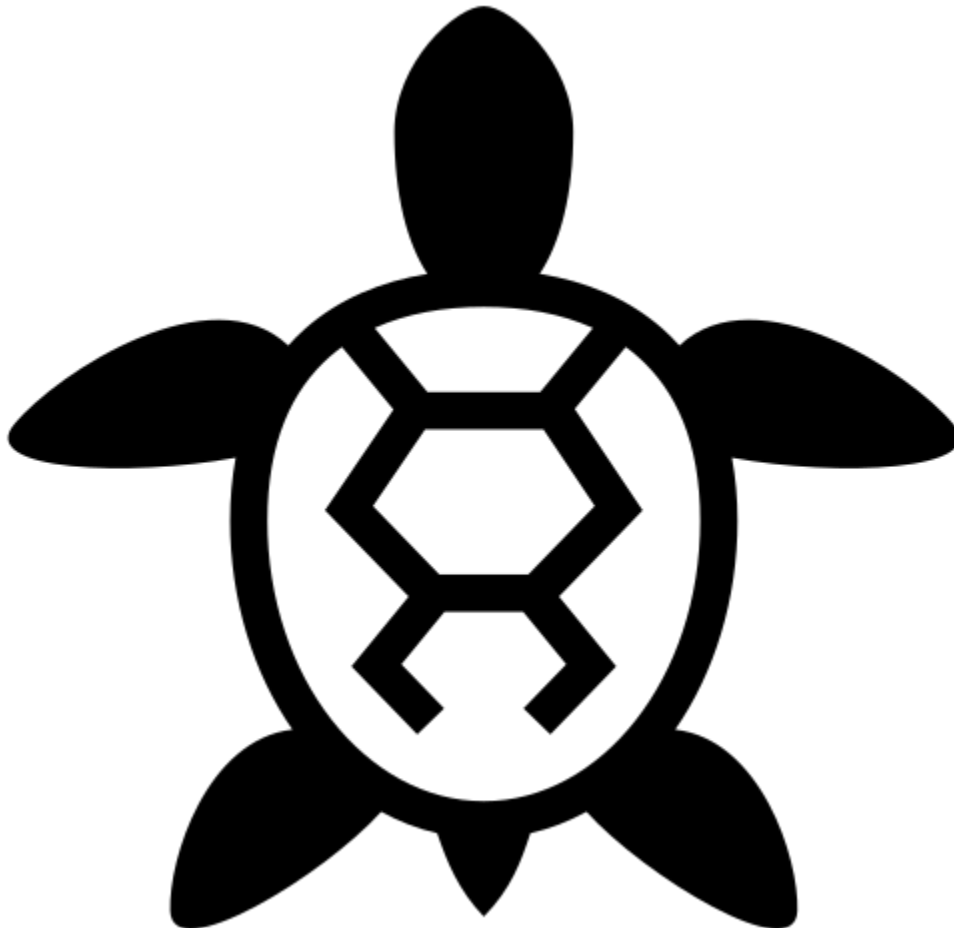
No pets are allowed on campus. Exceptions are pets that are used to accommodate persons with disabilities.

## **Smoking**

Aaniih Nakoda College is a tobacco-free workplace. All buildings on campus are smoke-free and designated smoking areas are set up behind each building.

## **Campus Closures**

Any campus closures due to weather, etc. will be announced on the local radio stations, KGVA FM 88.1; KOJM FM 92.5; and KMMR 100.1. Follow the college calendar in the front of this catalog for school closure dates. You also have the option to enroll in the Aaniih Nakoda College emergency messaging system. You can choose to be notified by email, phone, twitter or Facebook. Your information is not shared with anyone. A form will be available at registration.



# Financial Aid

## Financial Aid Determination

It is the basic principle of financial aid programs that the primary responsibility of meeting educational costs lies with the student and parents. The financial aid programs should be expected to assist only when the family is unable to meet the full cost of education.

A student's financial need will be determined by an analysis of the parent's income, student's own income, and other financial resources. It is expected that students who plan on attending Aaniiih Nakoda College will be responsible for tuition and fees and other college expenses incurred.

The number and amount of financial aid awards is subject to the availability of institutional, federal, and state aid funds. The type of aid and the amount received is also determined by the status of the student, established financial need, and the aid desired.

## Standards Used to Determine Title IV Eligibility

To be eligible for Title IV (PELL) assistance, an applicant must meet the following criteria: Student must be accepted for enrollment at Aaniiih Nakoda College.

1. Be a regular student enrolled in a program of study leading to a degree or certificate.
2. Have a high school diploma or General Equivalency Diploma (G.E.D./HiSet).
3. Be a U.S. citizen or eligible non-citizen (Canadian students must meet the requirements set forth under the Jay Treaty).
4. A student who is defaulted on a Title IV education loan or Pell, ACG, FSEOG grant overpayment will not be eligible for Title IV aid until he/she pays back the full loan/grant in question.
5. A student must make arrangements with the Aaniiih Nakoda College business office to clear up any over payment on a Pell grant and Federal Supplemental Opportunity Grant (FSEOG) before the student is eligible to receive any type of Title IV aid. Please note this does include any other institution student has attended prior to enrollment at Aaniiih Nakoda College.
6. Student must have a completed financial aid file and submit other documentation as requested by the Financial Aid Officer.
7. Student must sign a declaration of major form in order to be eligible for financial aid.
8. Males must be registered with U.S. Selective Service if you reached your 18th birthday or under the age of 25.
9. Be determined eligible based on the Free Application for Federal Student Aid (FAFSA).

## Financial Aid Application Procedures

Apply online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) and sign your online application with your Federal Student Aid ID (FSA ID) as part of the financial aid requirements. Dependent students must insure their parents apply for an FSA ID so the parents can electronically sign their

signature. The processing time of your application takes up to 10 days sent back to you to the email address you provided and can also be accessed by logging on to your FAFSA.

At the very top of your Student Aid Report (SAR), you will see your Expected Family Contribution (EFC) number. This EFC will determine your Pell eligibility and other campus based aid based on your enrollment status (full-time or part-time) at Aaniiih Nakoda College. Again, please submit your FAFSA online as soon as it becomes available to you to be considered for all federal student aid

You will be required to submit proof of all income for the previous year if the Department of Education or financial aid officer selects you for verification. There is a designated asterisk by your EFC which reflect if you have been randomly selected for the verification process. You will be required to fill out a verification worksheet according to your dependency status model reflected on your Student Aid Report (SAR). It is very important you comply with this policy and submit all sources of income as required; otherwise, it could delay your campus based aid.

### **Types of Federal Aid**

*See the financial aid office and/or refer to the ANC Student Handbook for further information.*

- Pell
- Federal Work Study (FWS)
- Federal Supplemental Educational Opportunity Grant (FSEOG).  
*Will be issued to students with the highest remaining need, lowest EFC and/or complete financial aid files.*

### **Financial Aid Award Letter**

Please note you are responsible to report all outside types of scholarships and awards to the financial aid office. If you fail to do so, your financial aid will be delayed until all required documents of aid are submitted to the financial aid office. It may, in fact, put you in an over award status which would require you to pay that amount back to the financial aid program. An over award is when a student goes beyond the financial need stated on the financial aid award letter.

The official financial aid award letter informs you of your cost of attendance for the academic year, type of awards (i.e., grants/scholarships), and financial aid unmet need while you attend Aaniiih Nakoda College. The award letter covers your cost of attendance based on your enrollment status (i.e., full-time or part-time) and your dependency status indicated on your student aid report. *See financial aid office and/or handbook for further information.*

1. **Read Your Award Letter Before You Sign It**
2. **Correct Wrong Information:**
3. **Return Your Letter by the Reply Date:**

## **Waivers and Scholarship Awards**

- **High School Graduate Tuition Waiver:**
- **Academic Award Waiver:**
- **Senior Citizen Waiver:**
- **Veterans of Combat Waiver:**
- **Scholarships:** The financial aid office at the Aaniiih Nakoda College has a list of scholarships for current and prospective students. Most of the scholarships have certain requirements and deadlines. To apply for scholarships or for more information, contact the financial aid office. Advertisements of scholarships are posted around the Aaniiih Nakoda College campus as well as the college website.

**Veterans Education Benefits:** *See Registrar's office for further information.*

## **Selective Service Registration**

Men of ages 18 through 25 and living in the United States are required to register with the Selective Service System. On questions 21 and 22 on the Free Application for Federal Student Aid, it will ask you about registering for Selective Service. Please do not leave this blank. You have two options: 1) to go on the Internet and register at <http://www.sss.gov>. 2) or see your local post office and fill out a selective service registration form. Please note that this is required in order for you to receive all types of federal aid. Should you have questions about registering, please see the financial aid officer at Nakoda Hall.

## **Professional Judgment**

The Financial Aid Director reserves the right to use the financial aid rule of Professional Judgment regarding the student aid report (SAR) and other financial aid information provided by the student and parents, which includes but not limited to loss of income by student and/or parents. This will be only used on a case-by-case basis. Should you have further questions, please see the Financial Aid Director.

## **Financial Aid Review**

The Aaniiih Nakoda College reserves the right to review and cancel awards at any time because of changes in financial, marital, or academic status or because of the recipients' failure to observe reasonable standards of citizenship. All PELL grants, FSEOG, and FWS are subject to change on the availability of federal funds.

Please note that your financial aid awards will be based on the Aaniiih Nakoda College last day to add/drop classes of the current semester, this is known as the census date.

## **Consumer Information**

Financial planning begins with an estimate of the expenses a student will have. Institutions develop local "cost of attendance" educational expense budgets that provide for tuition, fees, books, supplies, room and board, transportation and personal and other expenses. Budgets are adjusted according to whether a student is an independent or dependent status based on the student aid report (see table below.) The student's main expenses will be tuition, fees, and books/supplies. All other expenses are added to assist you in going to Aaniiih Nakoda College by applying for grants and scholarships to

pay for your room/board expense, transportation expense, and personal expenses while you attend college.

### **Return of Title IV Funds Policy**

Federal regulations require all college institutions to develop a policy that determines amount of Title IV grant or loan assistance that a Title IV aid recipient has earned as of the recipient's withdrawal date. **ANC policy states that PELL will be disbursed at the 60% attendance rate or on/about the 9th week of the semester. This policy is subject to change.** *See the financial aid office and/or the student handbook for further information*

### **Offices to Contact to “Withdraw” from Classes**

The Registrar's office is the official designated place students must contact when they intend to withdraw from all classes. Deadlines to withdraw are posted in the college calendar. *See the Registrar's office and/or student handbook for further information.*

### **Exceptions to Return of Title IV Funds Policy**

Any exceptions to this policy shall be based upon extenuating circumstances and must be approved by the Financial Aid Director.

The college shall, upon application by eligible students, grant waivers to the refund policy and refund 100% of tuition and fees for students who withdraw or drop classes because they are called to active military duty.

#### **Aaniih Nakoda College Refund Policy**

Any student who withdraws/drops a class or classes and continues to be enrolled at Aaniih Nakoda College shall receive a refund of tuition and fees as follows:

100% - 1st Week

80% - 2nd Week

50% - 3rd Week

0% - 4th Week

*See the financial aid office and/or student handbook for further information.*

### **Student Self Pay Agreements**

The purpose of this agreement is to enable a student, who is ineligible for financial aid or agrees to self-pay, to pay for tuition and fees with a payback agreement. The final payment is due before the start of finals week for the semester. A student is responsible for his/her own books and supplies. *See the Business Manager and/or the student handbook for further information.*

### **Satisfactory Academic Progress**

In order for a student to receive financial aid, he/she must be registered for and enrolled in an eligible program of study and maintain a grade point average of a 2.0. Failure to do so, federal and state aid will not be disbursed to the student.

### **Qualitative Minimum Requirements**

All students must maintain a semester grade point average of 2.0. All students must successfully complete the minimum number of credits for which the student received financial aid.

<u>Enrollment Status</u>	<u>Credit Load</u>
Full-time	12 or more credits
3/4 time	9-11 credits
½ time	6-8 credits
Less than ½ time	1-5 credits

**See the financial aid office/and or the student handbook for further information regarding:**

- **Quantitative Minimum Requirements**
- **Credit Load**
- **Maximum Eligibility for Federal Pell Grant**
- **Consequences of Not Attending Classes or Withdrawing from Classes**

*If a student fails to attend any classes or withdrawing from all classes after receiving state and/or federal aid, he/she may owe all of the state and federal aid received*

### **Financial Aid Probation**

Meeting minimum standards are based on the grades earned on the last day of the semester.

A student may be placed on financial aid probation if he/she fails to meet the minimum standards. While on financial aid probation a student continues to receive financial aid, but financial aid will not be released for the next semester until after grades for the current semester have been reviewed and approved.

Once a student is placed on financial aid probation, he or she must achieve a minimum semester grade point average of 2.0. Full-time students must successfully complete at least 12 credits and part-time students must complete at the status financial aid was paid. Only grades of A, B, C, D are assigned on the last day of the semester will count as completed course work. A student on probation who fails to meet these requirements immediately loses financial aid eligibility and the student will be placed on financial aid suspension; unless otherwise appealed. If a student drops out for a term, that student will remain on probation/suspension once he/she re-enrolls at Aaniiih Nakoda College and pending if student submits and appeals his/her financial aid status. If you failed to make payments on a previous bill owed to Aaniiih Nakoda College; you will have to resolve payment with the Aaniiih Nakoda College business office before applying for further financial aid assistance.

### **Financial Aid Suspension**

If a student fails to earn any credits in a semester, aid may be canceled for future semesters. Students on financial aid probation who fail to earn the required credits at a 2.0 g.p.a. will be placed on Financial Aid Suspension and lose financial aid eligibility for subsequent semesters. Reinstatement is possible only under conditions described in the section titled "Reinstatement (Appeals)." Academic Suspension reinstatement does not automatically reinstate financial aid. Students must appeal to the Financial Aid Officer for reinstatement. The student must see the Registrar/Admissions Office for further explanation on academic suspension.

## **Reinstatement (Appeals)**

To appeal for reinstatement a student must write a letter to the Financial Aid Officer and appeals committee before the beginning of the next academic semester. Please note that if a student appeals late and does not submit the letter until after the semester begins; his/her appeals may be denied pending all related circumstances involved. Appeals will be reviewed by the Financial Aid Officer and Dean of Student Affairs. All appeals will be resolved by the Financial Aid Appeals Committee. The committee's decision is final. The student will be notified by mail or in person of the decision made by the Financial Aid Appeals Committee.

A student on financial aid suspension may appeal for reinstatement of aid after successfully meeting at least one of the following conditions.

1. Completion of a semester using non-Title IV resources. The minimum semester GPA must be 2.0. The minimum number of credits earned must be at the same status as the last time financial aid was paid.
2. This attendance may be completed at Aaniiih Nakoda College or any other accredited post-secondary institution whose credits will transfer to Aaniiih Nakoda College.
3. Not attending any post-secondary school for a minimum of one calendar year to allow for personal growth and goal setting.
4. Appealing a suspension because of unusual circumstances which were:
  - a. Beyond the student's control. Such situations may be serious medical and/or financial problems affecting the student or the student's immediate family. Death in the family or other close relationships will be considered with documentation.
  - b. A major traumatic situation. Such an appeal must have evidence that the situation is rectified and will not interfere with the student's progress for the new enrollment period. Please note the above circumstances are but a few examples but are not limited to these specific areas.

## **How and When Financial Aid Will Be Disbursed**

Federal Pell Grants disbursement is at the end of the 9th week. FSEOG–Federal Supplemental Education Opportunity Grants will be disbursed at the discretion of the financial aid director. Scholarships will be disbursed after selections have been posted.

**Transfer Students** *See student handbook for further information*

## **Length of Financial Aid Eligibility**

Each student is required to complete his/her associate degree program and any additional degrees within 6 semesters. A student who transfers from another institution and has earned credits applied towards his/her academic program at Aaniiih Nakoda College will have his/her transcript(s) evaluated by the Registrar/Admissions Officer.

The Financial Aid Officer will make a professional judgment decision regarding if the student is going beyond the stated credits for his/her program, this will be done on a case by case basis.



## **Renewal of Financial Aid Application**

All financial aid commitments are made for one year or less, and recipients must re-apply for assistance each new academic year. All awards are subject to review of satisfactory academic progress each semester for financial aid purposes.

**Financial Aid Definitions** *See student handbook for further information*

## **Satisfactory Academic Progress**

A student who attended Aaniiih Nakoda College without assistance of Federal Aid will be expected to make satisfactory academic progress prior to the awarding of any financial aid. Students will be evaluated according to their academic status as determined by the number of credits completed in the semester prior to their first semester of aid.



# Other Offices and Sponsored Programs

## **Aaniiih Nakoda Business Office**

The Business Office is located in the White Clay People Hall and their office hours and days are from 8:00 a.m. to 12:00 a.m. and 1:00 p.m. to 5:00 p.m. Monday through Friday. The Business Office is responsible for assessing tuition, registration, and other fees for services provided by ANC. The Business Office also disburses payments due to students from financial aid and employment. Fees for tuition and other charges are due at the time of registration unless other arrangements have been made. Past due accounts are reported to the Registrar/Admissions Office and transcripts will be held. If a student has questions on fees or tuition assessed he/she should contact the Business Office as soon as possible.

## **Ekib-Tsah-Ah-Tsik (Sitting High) Cultural Center**

The tribal archives provide a rich and diverse source of historical and cultural material concerning the Fort Belknap communities. These include interviews with local elders, accounts of local legends, published writings concerning local events, biographical profiles, community records, historically significant correspondence, land records, census material, treaties, Bureau of Indian Affairs Superintendents' reports, National Archives microfilm, and historical photographs.

## **White Clay Immersion Language Program**

Tribal nations' language authorities or commissions officially recognize the urgent and critical nature of our tribal language, its preservation/revitalization, and its relationship to our culture and social wellbeing of the tribe. Aaniiih Nakoda College has formulated a plan to begin an immersion school that focuses on the White Clay people language (Aaniiih) and relies heavily on Native knowledge bases and Native ways of knowing and learning while incorporating non-native ways of learning to offer the students the best of both worlds and become positive and successful individuals. Tribal colleges are chartered by American Indian Nations and Aaniiih Nakoda College is among the first to begin an American Indian language immersion school housed on the college campus.

## **KGVA FM 88.1 Public Radio Station**

This public FM radio station is housed on the ANC Campus and reaches an audience of approximately 25,223 people living in the 9,491 square miles that make up North Central Montana. This 90 kilowatt station fulfills four purposes: 1) to serve as a National Public Radio to this large unserved area; 2) to provide key emergency service to this windy region beset by climate extremes ranging from 120 to 60 below zero degrees; 3) to promote the educational vision and mission of Aaniiih Nakoda College; 4) to increase the social and economic wellbeing by facilitating inter action among Indian and non-Indian communities.

## **Extension Farm and Greenhouse**

These facilities are maintained and operated through the college's Extension Program. They provide students and the community with a "living laboratory" and demonstration facility for informal instruction in plant and soil science, gardening, horticulture, landscaping, agriculture, and traditional plants.

### **Native American Career and Technical Education program (NACTEP)**

The Native American Career and Technical Education Program (NACTEP) is a Department of Education funded project designed to meet the vocational and technical education needs of the Fort Belknap Indian Reservation. The project provides education, training and work experience in the fields of Natural Resources, Nursing, Carpentry, Tribal Management and Computer Technology for at least 45 students each year.

### **The Bookstore**

The primary goal of the Bookstore is to provide books, supplies, and instructional materials to meet the needs of the students and instructors. The College Bookstore carries an inventory of required textbooks and educational supplies for the current classes. The Bookstore also provides for sale quality caps, cups, sweat pants, trunks, jackets, t-shirts and other miscellaneous novelty items. Book buy-back is held on Thursday and Friday, only during Finals week of each semester.

### **Wiyukja Wicoti (Library/Technology Center)**

The Aaniiih Nakoda College Library was established in 1984 to serve as an information resource center for the entire Fort Belknap community and to support the educational mission of Aaniiih Nakoda College. The library contains approximately 11,000 volumes covering a full spectrum of subject areas, from children's books and popular fiction to analytical chemistry and water treatment technology. Library staff has made a concerted effort to develop a strong collection in American Indian literature, culture, and history, with special attention given to titles of local and state interest. In addition, library holdings include a variety of materials in other formats, including periodicals, video, and on-line databases. Patrons have access to information resources not physically housed at the library through interlibrary loan and Internet access.

### **The Success Center**

The Success Center, located in Nakoda Hall, provides a place for students to study, receive tutoring or study for the HiSet test. Computers are available for student's use to complete class assignments. A full time tutor is available and peer tutors are available upon scheduling.

# Academic Policies and Procedures

## Academic Information

The course scheduling in this Catalog contains all the necessary information regarding academic regulation, specific registration instruction and general items of information and basic policies and procedures. Each student is expected to be familiar with the policies and procedures of the College.

## Academic Definitions

Audit: A student enrolled in a course for no credit. An auditor is not required to complete course work or tests. Auditors may participate in class at the discretion of the instructor. A grade of "N" is assigned. The cost of attendance is the same as regular credit cost. Audit classes do not qualify for financial aid.

Course: A course is a unit of instruction in a subject area offered in a single semester.

CEU/Non Credit: Continuing Education Units are defined as 15 hours of participation in a non-academic credit activity offered for continuing education, professional development, extension education, and outreach and public/community service. Continuing Education Units do not qualify for financial aid and do not fulfill the graduation requirements of a degree and/or certificate program. Continuing Education Units are one of the most frequently used systems to measure non-credit activities. The purpose for which they are offered is to provide continuing education opportunities that are significant to our community.

Credit Hour Policy: A credit is the unit used in computing the amount of class work required for graduation. One credit is equivalent to 15 hours of instruction. In some areas such as laboratory and field experience more than 15 hours is required for one credit. In this catalog, credits given for a course are indicated in parentheses following the course title in the course description section.

Curriculum: A curriculum is a combination of courses which constitutes a program of study leading to a degree or certificate.

Elective: An elective in a curriculum outline is a course opening which can be filled by a course of the student's choice. Some electives require the student to choose from courses within a particular area of study; others place no restriction.

### Grade Point Average (GPA):

A student's GPA is computed by assigning a numerical point value as follows: "A" = 4 points; "B" = 3 points, "C" = 2 points, "D" = 1 point; "F" = 0 points. The GPA is calculated by dividing the grade points by the total number of credit hours attempted. Grades of "Pass/Fail", "I", "N", and "W" are not used in computing grade point averages.

Semester: Aaniiih Nakoda College converted to a semester system in the Fall 2003. The academic year consists of 2 semesters (Fall and Spring).

## **Graduation Requirements**

The student is responsible to complete an application to graduate with the assigned advisor and submit it directly to the Registrar's Officer by the end of the fall semester of the graduating academic year. Application to Graduate forms is located in the Registrar/Admission Office in Nakoda Hall.

A cumulative grade point average of 2.25 is required for each degree and certificate awarded by Aaniiih Nakoda College. The cumulative grade point average will be calculated using the academic program curriculum and required classes for the selected major of study.

A student should note that a grade of "D" in a degree or certificate required course does not meet graduation requirements and may need to be repeated to receive an eligible grade of "C" or better.

- The minimum requirement for graduation is a total of 60 credits for an Associate Degree and 30 credits for a One-Year Certificate.
- For a transfer student, 20 credits must be earned at Aaniiih Nakoda College to qualify for graduation. A minimum of 15 credits must be earned immediately preceding graduation.
- For a dual major, an additional 10 credits must be earned.

## **Associate of Art Degree**

Associate of Art Degree are awarded by Aaniiih Nakoda College upon completion of a minimum of 60 required credits in a specified program curriculum in:

- American Indian Studies
- Business
- Chemical Dependency Counseling
- Early Childhood Education
- Education
- Human Services
- Liberal Arts

## **Associate of Science Degree**

Associate of Science Degree are awarded by Aaniiih Nakoda College upon completion of a minimum of 60 required credits in a specific program curriculum:

- Allied Health
- Computer Information Systems
- Environmental Science
- Nursing

## **Associate of Applied Science**

Associate of Applied Science Degrees are awarded by Aaniiih Nakoda College upon completion of a minimum of 60 required credits in a specific program curriculum.

- Carpentry
- Welding

## **One-Year Certificate/Certificates of Applied Science**

One-Year Certificates are awarded by Aaniiih Nakoda College upon completion of a minimum of 30 required credits in a specific program curriculum:

- Carpentry
- Health Science Certificate
- Tribal Management
- Welding

## **Academic Advising**

Aaniiih Nakoda College maintains a commitment to the principle that the College exists to serve every student. All efforts of the College are intended to assist the student with her/his full potential in whatever academic field he/she may choose. Aaniiih Nakoda College's academic advising process is an integral component of the academic program and is considered to be a part of the teaching responsibility. The academic advising program enables the student to:

- 1) Better understand the nature and purpose of higher education and its relevance to his/her future;
- 2) Better plan an appropriate educational program;
- 3) Set and obtain individual goals, consistent with each student's interest and abilities;
- 4) Proceed through individual educational programs in an orderly fashion, with consistent monitoring and evaluation;
- 5) Receive accurate information regarding college requirements, options, and procedures;
- 6) Make intelligent career choices based upon realistic and accurate information.

## **Student Credit Load**

The recommended maximum credit load per semester is 18 credits. A full time status is defined as 12 credits. A student is encouraged not to exceed 18 credits per semester.

A student will only be allowed to exceed the 18 credit limit under special circumstances and if the Dean of Academic Affairs, Registrar/Admission Officer, Financial Aid Officer and Advisor are all in agreement. The student will then be assessed the appropriate tuition and fees.

## **Repeating Courses**

Courses may be repeated for which a student has received a grade of "D" or "F". A passing grade is a grade of "C" or better. The earlier course and grade will remain on the transcript. Check with your advisor and the Financial Aid Officer before repeating a class.

## **Cancellation of Courses/Classes**

The Dean of Academic Affairs reserves the right to cancel any course for which there is not sufficient student enrollment.

## **Attendance**

Class attendance is an important factor in the student's success or non-success at Aaniiih Nakoda College. In fact, upon registering for classes, a student is signing a contract in which he/she is assuming responsibility for attendance, completing the class assignments, and all financial responsibility. Attendance is maintained in all classes for financial aid purposes as a student must maintain a 60% attendance rate to be eligible to receive a PELL grant. Failure to maintain this rate may affect the amount of PELL grant a student receives and may result in the payback of funds. Some instructors may require attendance as part of the course requirements for grading purposes.

Authorized or excused absences do not relieve the student of their class responsibilities. When the number of absences hinders a student's progress in a course, the instructor may initiate a recommendation to the student to withdraw from the class.

## **Mid Term Academic Grades**

The instructor will input Mid Term Academic Grades to the Empower Database System or submit to the Registrar's Office for all students during the 8th week of the semester. Mid Term Grades will be available on Empower for viewing by the beginning of the 9<sup>th</sup> week. Mid Term Grades will not be mailed out. The student will be strongly encouraged to meet with his/her advisor, instructor, and/or the Registrar/Admissions Officer if failing course(s). Midterm grades are not recorded on the official transcript but are filed in the student's official records.

## **Grading**

The evaluation of a student's work is based upon a system of grade reports issued at the end of each semester after the student's credentials and financial obligations to the College are fulfilled. Aaniiih Nakoda College implements a 4.0 grading system.

Every student must meet the requirements for the course to receive a grade and credit. A grade of "D" does not meet the graduation requirements and the student should note that he/she will have to repeat the course(s) should he/she be required for a degree or certificate. Instructors make the final determination on all grades. A grade of "F" is not removed from the student's permanent transcript.

## **Grade Reports**

Upon completion of the semester, grade reports are mailed to the student's address on file. A student may pick up their grade reports before they are mailed. Check the college calendar for mailing dates. To provide accurate and punctual mailings, please make sure the Registrar's Office has an updated mailing address. Grades cannot be released over the phone.

## **Independent Study**

Independent study credits can only be requested by the student and approved by the Instructor and Dean of Academic Affairs if the student needs additional credits or a course to complete graduation requirements in the spring semester. An "Independent Study" is not an alternative means of taking a standard catalog course.

## **Change of Grade**

A change of grade will not be allowed for additional time or for additional work once the semester is completed. A request to change a grade must go through the Grade Appeal/Challenge Policy

## **Grade Appeal/Challenge**

Grade appeal/challenges are to settle questions regarding grades that a student has been unsuccessful in resolving with the course instructor. Additional course work will not be accepted after grades are posted. The following procedures are:

- 1) Within 30 days of the issuance of the grade from the Registrar's Office, the student must submit a written grade appeal/challenge letter and deliver to the instructor. The 30 day time limit may be appealed to the Dean of Academic Affairs if there is a special circumstance the time limit cannot be met.
- 2) The instructor has four (4) days to respond to the grade appeal/challenge letter. The instructor will give his/her response to the Dean of Academic Affairs.
- 3) The Dean of Academic Affairs will respond to the appeal within four (4) days.

All hearings will be private if requested by the student in writing. The decision of the Dean of Academic Affairs or the academic appeals committee will be final. Any grade revisions resulting from the action taken will appear on the student's transcript. An approved grade changes must be submitted to the Registrar/Admissions Officer on a Change of Grade Form.

## **Academic Status**

### **President's Honors**

Any student obtaining a grade point average (GPA) of 4.00 in College level courses for the semester will have attained the highest academic honor on the Aaniiih Nakoda College campus. This feat entitles them to be placed on the President's Honors List for the semester.

### **Dean's Honors**

Any student obtaining grade point average (GPA) of 3.25 to 3.99 in College level courses for the semester will have attained academic honor on the Aaniiih Nakoda College campus. This feat entitles them to be placed on the Dean's Honors List for the semester.

### **Phi Theta Kappa**

Any student obtaining a grade point average of 3.50 to 4.00 in college level courses for the semester is eligible for membership to the Phi Theta Kappa Honors Society.

The term grade point average (GPA) is used to determine the President's and Dean's List, not the cumulative GPA. A student who receives an "Incomplete" grade during the current semester will not be eligible for the President or Dean's honors list.



Developmental Studies (DS) courses, credits and grade points are also not calculated in the GPA honors.

### **Academic Probation**

The purpose of “Academic Probation” is to notify the student of their failure to meet academic requirements of a 2.00 GPA. After the grades are posted, the Registrar/Admissions Officer will notify all degree seeking students whose term GPA falls below 2.00. The student will be required to report to an advisor before registering for the next semester. Unless there are extenuating circumstances, the student will be placed on academic probation for unsatisfactory academic progress.

### **Academic Suspension**

If the student fails to maintain the following term with a GPA of 2.00, while in *academic probation status*, the student will be placed on “Academic Suspension”.

**First Academic Suspension** - When a student has earned “academic suspension” for the first time, he/she will not be allowed to register for classes the following semester. After a mandatory leave of absence for one semester the student may return and register for classes but will remain in “Academic Probation” status. The student must see the Registrar/Admissions Office before returning.

**Second Academic Suspension** - Should the student not attain satisfactory academic progress (2.00 GPA), he/she will be placed again on academic suspension and will not be allowed to register for one full academic year (two semesters). A student may appeal this status (see Appeals Process.) All decisions by the Appeals Committee are final.

**Third Academic Suspension** - Should a student earn a third academic suspension status; he/she will no longer be able to attend Aaniiih Nakoda College. A student may appeal this status (See Appeals Process.) All decisions by the Appeals Committee are final.

Any student reinstated after suspension, remains on academic probation and will be suspended again if he/she fails to meet the 2.00 GPA for satisfactory academic progress. All decisions of the appeals committee are final.

### **Appeals Process**

**First Suspension** - the student is automatically re-instated after the lapse of one (1) semester without an appeal and upon notification to the Registrar/Admission Officer of his/her intent for re-enrollment.

**Second Suspension** - the student may appeal for reinstatement to Aaniiih Nakoda College by submitting a letter to the Appeals committee after a mandatory minimum of one full academic year lapse (two semesters).

**Third Suspension** – the student may appeal for reinstatement to Aaniiih Nakoda College by submitting a letter to the Appeals committee after a mandatory minimum of one full academic year lapse.

## Incomplete Grade

A student may apply for an incomplete “I” grade for a class with the instructor, if:

- ✦ 75% of the course requirements have been met within the last two weeks of the end of the semester; and,
- ✦ The work is satisfactory and the student has been attending, but some essential requirement of the course has not been completed due to an *extreme emergency* (i.e. *student’s medical emergency, death of an immediate family member etc.*).

The incomplete “I” grade request form is available in the Dean of Academic Affairs’ or the Registrar’s office. The student must complete the form and obtain approval signatures from the instructor, Dean of Academic Affairs, and Registrar. The student must complete the course requirements within two weeks into the next consecutive semester or two weeks into the summer session. Upon completion of the course work, the instructor will submit a “change of grade” form to the Registrar’s Office. The student who has not completed the course work within the allowable time frame will receive a failing grade “F”.

***An “Incomplete” grade cannot be given for lack of attendance, independent study or challenge courses.***

## Changes in Course Registration (Drop/Add)

Course enrollment should be carefully planned during each academic semester with the appropriate advisor; once registration has been completed, changes will not be necessary or will at least kept to a minimum. After a student is enrolled, changes may be made in the course enrollment by completing the Drop/Add form. Drop/Add forms may be obtained at the Registrar/Admission Office or advisors office. The Drop/Add period extends through the end of the first week of each semester. Courses dropped during the first week of the semester will not be recorded on the student’s transcript. It is important to **“officially drop”** from the class(es). Failure to attend is not officially dropping the class. Failure to officially drop with the Registrar’s Office will result in the student receiving an “F” for the class(es), a permanent record.

## Withdrawal from a Course

A student is permitted to withdraw from a course up until the end of the seventh (7th) week of the current semester (see Academic Calendar for Last Day to Withdraw). A grade of “W” will be recorded on the official transcript according to the student’s academic status in a particular course or courses. It is the student’s sole responsibility to complete the withdrawal form before the scheduled deadline. ***Withdrawal from class (es) is a formal process and the necessary paperwork must be completed and received by the Registrar/Admission Officer before the last day to withdraw deadline.*** See the Financial Aid Officer for additional information concerning withdrawing, refund of tuition and the effects of the withdrawal on financial aid.

## Administrative Withdrawals

Aaniih Nakoda College does not process or approve administrative withdrawals for failure to attend (refer to Withdrawal from a Course.) If a student fails to attend a class or just quits attending after the 7th week of the semester they are graded appropriately by the instructor.

If a student has been attending and becomes incapacitated and will not be able to complete the semester a total “Administrative Withdrawal” can be approved by the Registrar/Admissions Officer. **The definition and example of “incapacitated” is a student who has an extreme medical emergency, i.e. hospitalization, etc.** If a student is arrested and must serve jail time this is not an emergency for an “administrative withdrawal.” Each request will be evaluated and a final decision presented to the student. If a student is not satisfied with the decision of the Registrar/Admissions Officer he/she may appeal to the Dean of Student Affairs.

### **Course Challenges**

A student may request to receive credit for a course by special examination. This process is called a **course challenge**. Careful consideration and academic advising should be applied before registering for a challenge course. If a student fails the challenge examination, an “F” grade will be recorded on the transcript. The student will then be expected to take the regular course in that subject again with full costs to improve the failing grade. Because the student will be attempting to pass a final test, the student will be unable to withdraw from this challenge course. A student must complete the course challenge within the first two weeks of the current semester. The student will be charged the same tuition and fees as the regular credit cost.

### **Transferring Credits to Aaniiih Nakoda College**

All credits previously earned at a recognized accredited post-secondary educational institution will be analyzed and transferred when the student submits an official transcript to Aaniiih Nakoda College.

In cases where no formal transfer credit agreement exists, the Registrar’s Office will approve all course work for transfer credit.

An official college transcript is required to evaluate transfer credits. Only courses with grades of “C” or above will be accepted as transfer courses from an accredited post-secondary institution. Transferred course credits will not be included in computing the grade point average (GPA) at ANC.

A transfer student shall have his/her financial aid eligibility and satisfactory academic progress evaluated from the time he/she begins at ANC. A student is limited to 90 attempted credits to earn a degree at Aaniiih Nakoda College, unless the limit is appealed to complete the degree program.

### **Credit Transfer to Other Colleges**

A student who plans to transfer to another college or university will be expected to meet that institutions program requirement. Regardless of the number of credits earned, the credits accepted towards a degree are determined solely by the receiving institution. See your advisor or Registrar/Admission Officer for additional information.

### **Continuing Education Units (CEDU)**

Aaniiih Nakoda College offers Continuing Education Units (CEDUs) through workshops and seminars for professional development. Participants will be required to complete the appropriate forms for registration. Any fees and payments will be assessed and received prior to the event. One continuing education unit is earned for 15 contact hours of classroom instruction. Only a passing or non-passing grade will be awarded.

## Student Class Level

Class status is determined by the completion of college level credits earned.

Freshman: 1 to 30 credits

Sophomore: 31 to 60 credits upward

## Registration Status

The number of credits for which a student is registered indicates her/his status for academic and financial aid purposes.

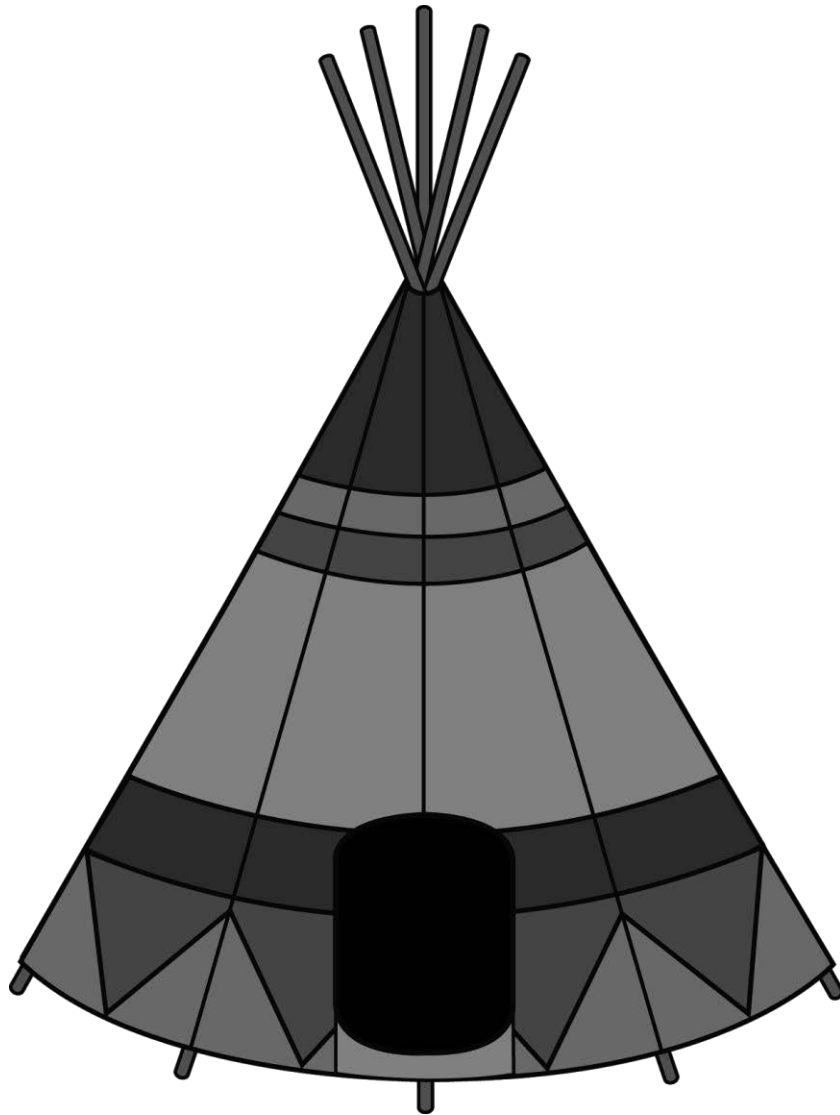
01-05 credits - Part-Time Status

06-08 credits –  $\frac{1}{2}$  Time Status

09-11 credits –  $\frac{3}{4}$  Time Status

12-18+credits - Full-time Status

19+ credits - (requires Dean of Academic Affairs' approval)



## GENERAL EDUCATION GOALS and CORE REQUIREMENTS

General education goals of Aaniiih Nakoda College are addressed by specific courses, and reinforced within the curriculum. These goals are designed to introduce students to the content and methodology of the major areas of knowledge as determined by the mission of the college and society in general. These fields of study include: American Indian Studies, native languages, humanities or fine arts, natural sciences, mathematics, technology, and the social sciences. Comparable to the standards set forth by the Montana University System, these goals are to assist students to develop the necessary skills that will make them more effective learners.

Students will recognize knowledge and gain the acquired skills that are employed and utilized in both the American Indian and Western science and social science paradigms. They will demonstrate their ability to successfully integrate these two world views. The general education core curriculum requirements are comprised of a minimum of 30 credits in the associate degree program.

### General Education Requirements for Associate of Arts/Science Degrees

AIS 100	Intro to American Indian Studies	3 cr
AIS 150/155	Aaniiih/Nakoda Language I	3 cr
GS 110	Finding Place Niibíí?ín?ó ?ín? ?áatéhk?i Oúye Iyégiye	1 cr
Natural Sciences/Lab	Elective courses in Natural Sciences/Lab	4 cr
HUM & Fine Arts	Elective courses in Humanities or Fine Arts	3 cr
M 121	College Algebra	4 cr
Social Science	Elective courses in Social Science	3 cr
Communications	Elective courses in Communications.	3 cr
WRIT 101	College Writing I	3 cr
WRIT 201	College Writing II	3 cr
Total		30 cr

# **Aaniih Nakoda College General Education Goals**

## **Aaniih and Nakoda Lifeways**

**Embedded in each of the core competencies.** Students will sustain the identity of the ᑭᑭᑭᑭᑭᑭᑭᑭᑭ and Nakoda peoples of the Fort Belknap Indian Reservation to ensure their success in the ᑭᑭᑭᑭᑭᑭᑭᑭᑭ, Nakoda, and Western Worlds.

## **Communication (Communications)**

Students will develop proficiency in both oral and written communications.

## **Quantitative Reasoning (Mathematics)**

Students will apply appropriate mathematical and statistical concepts and operations to interpret data and to solve problems.

## **Scientific Reasoning (Scientific Inquiry)**

Students will apply the scientific method of inquiry to draw conclusions based on observations and use scientific reasoning to understand the natural and physical world.

## **Technological Competency (Technology Use)**

**Embedded in each of the core competencies.** Students will gain technological competencies through the use of various computer, scientific instrumentation and research equipment.

## **Society and Human Analysis (Social Science or History)**

Students will achieve an atmosphere of learning through participation and discipline to gain knowledge for their areas of interest in the dynamics of society and human analysis.

## **Aesthetic Perspective (Humanities or Fine Arts)**

Students will cultivate the capacity to create, appreciate, and interpret the works of literary, visual, or performing arts.

## **Information Literacy**

**Embedded in each of the core competencies.** Students will recognize an information need, access and evaluate appropriate resources, then utilize the information in a coherent, effective and ethical manner.

## **Critical Thinking and Problem Solving**

**Embedded in each of the core competencies.** Students will identify a problem or question, explore potential solutions or arguments, and will analyze the validity of proposed solutions or arguments while respecting differing viewpoints.

## **Suggested Courses by Discipline**

Areas of discipline include but are not limited to the following fields of study. See your advisor and the Registrar/Admission Officer for transfer course evaluation. Ensure required pre-requisites have been met.

**Fine Arts:** Architecture, art, media and theater arts, American Indian arts, music, and creative writing, art of welding.

### **Suggested courses:**

<i>AIS 115 American Indians in Cinema</i>	<i>AIS 165/ FA165 American Indian Arts</i>
<i>FA 101 First Year Studio</i>	<i>FA 120 Drawing</i>
<i>FA 160 Art History</i>	<i>FA 291 Creative Writing</i>
<i>THE 101 American Indian Plays and Actors'</i>	

**Humanities:** Literature, history, humanities, foreign languages, American Indian languages, American Indian Studies, philosophy, and religion.

### **Suggested courses:**

<i>AIS 140 Nakoda History and Culture,</i>	<i>AIS 141 Aaniiih History and Culture</i>
<i>AIS 252 Nakoda Language II</i>	<i>AIS 256 Aaniiih Language II</i>
<i>HUM 101 Introduction to Humanities</i>	<i>Lit 110 Introduction to Literature</i>
<i>PHIL 110 Introduction to Religious Thought</i>	

**Mathematics:** College Algebra, statistics, trigonometry and calculus.

**Natural and Physical Sciences:** Biology, botany, zoology, environmental science, physics chemistry, geology, cell biology, anatomy and physiology, microbiology, wellness, health, natural resources, and soils.

**Social Sciences:** Geography, political science, psychology, sociology, and economics

### **Suggested courses:**

<i>AIS 130 Tribal Government</i>	<i>POL 134 American Government</i>
<i>GEOG 110 Geography</i>	<i>ECN 241 Microeconomics</i>
<i>PSYX 100 Intro to Psychology</i>	<i>SOCL 100 Intro to Sociology</i>

## Applied Science Related Instruction Program Discipline

All students graduating with a one-year Certificate of Applied Science (30+ semester credit hours) or two-year Associate of Applied Science Degree (60+ semester credit hours) are required to successfully complete the courses listed in the table below. Upon approval of the Aaniiih Nakoda College Curriculum Committee, CAS and AAS programs may substitute general education course requirements and learning outcomes for related instruction course requirements and learning outcomes. For example, students graduating from the Health Science Certificate program are required to complete M121 (College Algebra) rather than M 103 (Technical Mathematics). In this case, students' computation skills will be assessed using the student learning goals and outcomes established for the general education program's Quantitative Reasoning competency.

Related Instruction Areas	Related Instruction Course Requirements
Communication	WRIT 111 Technical Communications (2 cr)
Computation	M 101 Technical Mathematics (Welding/Carpentry) (2 cr)
Human Relations	BUS 210 Workplace Ethics
Aaniiih/Nakoda Language	AIS 150/155 Aaniiih/Nakoda Language I (3 cr)

### Related Instruction Student Learning Goals:

Communication – Students will demonstrate oral, written and visual literacies for effective communication in the workplace.

Computation – Students will apply mathematical concepts to the workplace.

Human Relations – Students will acquire knowledge of the nature of interpersonal relationships and apply this knowledge to on-the-job situations.

Aaniiih/Nakoda Language – Students will acquire basic skills in speaking and understanding the Aaniiih/Nakoda language and understand its importance in communicating Aaniiih/Nakoda worldviews and life ways.

Special topic courses are offered on demand as an elective for all of the degree programs.



# **Two Year Associate Degrees**

## Allied Health (AH) Associate of Science Degree

The Allied Health program is designed to provide basic education in the health sciences for those students who are either pursuing entry level health professional employment or transferring to an allied health baccalaureate degree program. While program content predominantly focuses on the study of the human body using the model of Western medicine, classroom instruction integrates the teachings, cultural values and traditions of American Indian people.

The following are additional courses which may be recommended by the advisor based on individual student goals for transfer into a baccalaureate program:

AHI 145 Medical Terminology (3 cr)  
 BIOB 260 Cell & Molecular Biology/Lab (4 cr)  
 BIOB 199/299 Special Topics (3 or 4 cr)  
 BIOB 195/295 Research (3/4 cr)  
 CHMY 123 Intro to Organic & Biochem/Lab (4 cr)  
 CHMY 143 College Chemistry II/Lab (4cr)  
 PHYX 205 College Physics I /Lab (4 cr)  
 PHYX 207 College Physics II/Lab (4 cr)  
 M 171 Calculus (4 cr)  
 M 122 Trigonometry (3 cr)  
 NUTR 221 Basic Human Nutrition (3 cr)  
 PSYX course w/ advisor approval (3 cr)  
 SOCL 100 Intro to Sociology (3 cr)  
 Other course(s) approved by the Allied Health advisor to meet the career/transfer goal of the student (3-4 cr)

Graduates will:

*Demonstrate comprehension of the human body form and function.*

*Graduates will demonstrate an understanding of the proper laboratory technique and experimental design.*

*Graduates will demonstrate the ability to be conversant in medical language using professional communication skills.*

*Graduates will demonstrate an awareness of traditional American Indian perspectives on health, healing and holistic medical care.*

Allied Health Suggested Plan of Study		
	Fall Semester	CR
AH 101	Allied Health Professions	1
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniiih Lang I	3
Natural Science/Lab	General Education Elective in Natural Science	3/1
PSYX 100	Intro to Psychology	3
WRIT 101	College Writing I	3
	Total	15
Spring Semester		
Elective	AH	3 /4
AIS 100	Intro to AIS	3
M 121	College Algebra	4
WRIT 201	College Writing II	3
GE Elective	Humanities or Fine Art	3
	Total	16/17
Fall Semester		
Elective	AH	3 /4
BIOB 270	Bioethics	3
BIOH 201/L201	Anatomy & Phys/Lab I	3/1
CHMY121/L121 or CHMY141/L141	Intro to Gen Chemistry or College Chemistry I/Lab	3/1
	Total	14/15
Spring Semester		
AH 290	Allied Health Capstone	1
BIOM 250/L250	Microbiology/Lab	3/1
BIOH 211/L211	Anatomy & Phys/Lab II	3/1
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
STAT 216	Statistics	3
	Total	15
<b>Total Credits for Degree: 62</b>		

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisor.



## Business (BUS) Associate of Arts Degree

The Business program is designed to broaden the graduates' level of knowledge and skill in the areas of business, communication, and technology necessary for employment and/or further their education in business.

Graduates will:

*Demonstrate effective oral and written business communication skills.*

*Demonstrate and apply the use of technology in business.*

*Use a mathematical approach to problem solving in a business environment.*

*Demonstrate knowledge of legal and social environments of business.*

*Demonstrate competence in basic accounting principles and applications*

*Demonstrate knowledge of basic economic theory, analysis, and policy.*

### Administration Core Requirements:

BUS 104 Business Math  
ACTG 202/L202 Accounting II/Lab  
BGEN 235 Business Law  
ECNS 201 Microeconomics  
STAT 220 Statistics

### Technology Core Requirements:

#### Choose 15 credits:

CIS 111 Intro to Operating Systems  
CIS 115 Intro to computer Programming  
CIS 120 Webpage Design  
CIS 135 Spreadsheet Applications  
CIS 145 Adv. Word Processing  
Cis 160 Intro to Computer Hardware  
CIS 171 Database Applications  
CIS 210 Software Applications  
CIS 211 Network Admin  
CIS 215 computer Programming II  
CIS 260 Hardware and Security Systems  
CIS 265 System Analysis and Design

### Electives (Must Take One):

BUS 190 Indianpreneurship (3 cr)  
BUS 290 Capstone (3 cr)  
ACTG 210 Payroll Accounting (3 cr)  
BUS 210 Workplace Ethics & Conflict Resolution

Business Suggested Plan of Study		
	Fall Semester	
GS 110	Finding Place	1
ACTG 201/L201	Accounting I/ Lab	3/1
AIS 150/155	Nakoda/Aaniiih I Lang.	3
BGEN 105	Intro to Business	3
Core Requirement	Administration or Technology	3
WRIT 101	College Writing I	3
	Total	17
	Spring Semester	
Core Requirement	Administration or Technology	3/1
AIS 100	Intro to AIS	3
BIOB 160/ L160	Prin of Living Sys/Lab	3/1
GE Elective	Humanities/Fine Art Elective	3
WRIT 102	College Writing II	3
	Total	17
	Fall Semester	
BFIN 205	Personal Finance	3
Core Requirement	Administration or Technology	3
Elective	Elective	3
GE Elective	Social Science Elective	3
M 121	College Algebra	4
	Total	16
	Spring Semester	
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
Core Requirement	Administration or Technology	3
Core Requirement	Administration or Technology	3
WRIT 122	Intro to Business Writing	3
	Total	12
<b>Total Credits for Degree: 62</b>		

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors

## Carpentry (CAR) Associate of Applied Science Degree

Students will develop skills used in the carpentry industry such as framing, siding, sheet rocking, taping, hanging doors and cabinets, shingling, blueprint reading, hanging cabinets, installing doors and many other areas involved with the carpentry trade in residential construction.

In the Second Year of the program, the students will become familiar with subject matter involved in fine wood working. These curriculum areas will include cabinet making, furniture making, log furniture, types of fine woodworking joints, types of finishes, and other areas involved with the trade.

Graduates will:

*Be able to perform basic construction techniques and identify tools and products.*

*Be able to identify parts of the floor and roof, also perform techniques involved in framing a floor and roof system.*

*Be able to hang sheetrock, texture, do trim work, and hang siding, paint, along with many other basic functions for finish work.*

*Perform basic functions for tiling, laying laminate flooring, hanging cabinets and many other basic functions for specialty work.*

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors

Carpentry Plan of Study		
Fall Semester		
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniiih Lang I	3
CAR 101	Beginning Carpentry	2
CAR 111	Floors	3
CAR 121	Walls and Stairs Framing	3
CAR 112	Roofs	3
CAR 104	Blueprint Reading	2
	Total	17
Spring Semester		
CAR 140	Finish Carpentry	3
CAR 160	Advanced Carpentry	3
CAR 130	Sheet rocking	3
CAR 150	Hanging Cabinets	2
M 101	Technical Math	2
WRIT 111	Technical Communications	2
BUS 210	Workplace Ethics	3
	Total	18
Fall Semester		
CAR 142	Intro to Woodworking	3
CAR 143	Woodworking Fundamentals	2
CAR 102	Small Scale Build Design	3
CAR 200	Finishing	2
CAR 205	Log Furniture	3
	Total	13
Spring Semester		
CAR 210	Cabinets	5
CAR 215	Painting	2
CAR 220	Construction Finishing	3
CAR 290	Capstone	3
	Total	13
<b>Total Credits for Degree: 62</b>		

## Chemical Dependency Counseling (CAS) Associate of Arts Degree

The Chemical Dependency Counseling option is a program of study for attaining an Associate's of Arts degree in Human Services. In this program, students will complete all academic requirements necessary to complete the Montana exam for certification as a Licensed Addiction Counselor. Students will receive assistance as they complete their required supervised addiction counseling fieldwork, as well as receive assistance in preparing for the certification examination, as needed.

Graduates will:

*Conduct interviewing, assessments, evaluations, treatment planning, therapy, and follow-up procedures.*

*Identify, comprehend, and synthesize social science academic research from original sources and demonstrate this capacity through written and oral works.*

*Deliver oral presentations and compose written compositions about issues of concern in their community in terms of identification, cause, prevention, remediation, and stabilization.*

*Apply knowledge of key theories and chemical dependency counseling techniques in supervised internship and course work.*

*Be prepared to demonstrate their knowledge and skills by passing the state of Montana exam for certification as a Licensed Addiction Counselor.*

**\*\*\*After degree/coursework completion, students must complete 1000 hours of supervised fieldwork in addition to passing the certification examination before becoming licensed (subject to change by State of Montana).**

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors. **Summer courses ARE required.**

**\*\*These courses are offered every other academic year by their assigned semester.**

**\*\*\*A criminal background check is required for licensure.**

CAS Suggested Plan of Study		
1st Year	Fall Semester	
AIS 150/155	Nakoda/Aaniiih Lang I	3
WRIT 101	College Writing I	3
CAS 243**	Substance Abuse Counseling I	3
CAS 242**	Fundamentals of Substance Abuse & Addiction	3
PSYX 100	Introduction to Psychology	3
GS 110	Finding Place	1
	Total	16
1st Year	Spring Semester	
AIS 100	Introduction to AIS	3
WRIT II	College Writing II	3
Elective	Natural Science	4
CIS 110	Introduction to Computers	3
CAS 248**	Substance Abuse Counseling II	3
	Total	16
1st Year	Summer Semester	
CAS 254	Co-occurring Disorders	2
CAS 265	Multicultural Competency & Ethics	1
CAS 191	Special Topics in AI Healing Practices	1
	Total	4
2nd Year	Fall Semester	
CAS 260**	Addiction Assessment & Documentation	4
M 121	College Algebra	4
CAS 250**	Assessment & Case Management	3
COMX 111	Introduction to Public Speaking	3
HMS 205	Principles of Counseling & Group Therapy	3
	Total	17
2nd Year	Spring Semester	
CAS 266	Legal Ethical Professional Issues in Chemical Dependency Counseling	3
CAS 252**	Gambling & Gaming Disorders	3
CAS 231**	Pharmacology of Addictions	3
Elective	Humanities/Fine Art	3
CAS 295**	Supervised Internship	1
	Total	13
	On Demand/Optional	
CAS 294	Licensing Exam Preparation Workshop	1
	Total	
Total Credits for Degree: 66		

## Computer Information Systems Associate of Science Degree

Computer Information System graduates will be prepared for technical positions using and supporting computer hardware and software. This degree program prepares student for occupations where computer work ranges from computer applications to network administration.

Graduates will:

*Demonstrate the basic operations of software applications, prepare a variety of documents, and install and perform software upgrades.*

*Install and troubleshoot a variety of operating system software and computer hardware.*

*Upgrade, diagnose, and repair software and computer hardware*

*Create and execute computer programs*

*Design, install, and troubleshoot a computer network*

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors

Recommended Electives  
Choose 6 credits  
ACTG 201/L201 Accounting  
BUS 105 Intro to Business  
BUS 210 Work Place Ethics/Conflict  
CIS 145 Advanced Word Processing  
CIS 171 Database Applications  
CIS 210 Software Applications  
CIS 215 Adv. Computer Programming  
CIS 265 System Analysis/Design

Computer Info Systems Suggested Plan of Study		
	Fall Semester	
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniiih Lang I	3
CIS 110	Intro to Computers	3
CIS 160	Intro to Computer Hardware	4
WRIT 101	College Writing I	3
GE Elective	Social Science Elective	3
	Total	17
	Spring Semester	
AIS 100	Intro to AIS	3
M 121	College Algebra	4
CIS 111	Intro to Operations Systems	3
CIS 120	Web Page Design	3
WRIT 201	College Writing II	3
	Total	16
	Fall Semester	
CIS 115	Intro Computer Programming	3
CIS 211	Network Admin	4
GE Elective	Natural Science GE Elective	3/1
CIS/BUS	Elective	3
	Total	14
	Spring Semester	
CIS 260	Hardware/Security System	3
CIS 135	Spreadsheet Applications	3
CIS/BUS	Elective	3
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
GE Elective	Humanities/Fine Art	3
	Total	15
<b>Total Credits for Degree: 62</b>		

## Early Childhood Education (EDEC) Associate of Arts Degree

Students successfully completing the Early Childhood Education program will have acquired the requisite skills for obtaining employment or advancement in the field of early childhood care and education. This program includes both an academic foundation and methods courses to provide a balanced, research-based program to prepare highly-qualified early childhood practitioners. Area Head Start classrooms and licensed registered child care facilities will serve as lab sites for students.

### Graduates will

*Apply knowledge of how children develop and integrate opportunities that support the physical, social, emotional, language, cognitive, and aesthetic development of children from birth through age eight.*

*Plan and implement developmentally appropriate curriculum, instruction, and assessment, based on knowledge of individual children, special needs, culture, the importance of play, and Montana's Early Learning Standards and content.*

*Integrate individual and group positive child guidance techniques that foster healthy and supportive relationships with and among children, promoting positive strategies that will develop personal self-control and self-esteem in children, including children that are differently able.*

*Establish and maintain positive family, community, and professional relationships by communication effectively, demonstrating sensitivity to differences, and involving families in planning for their children.*

*Identify effective administrative skills, professional development needs, legal issues, resource information, state and national regulations, and other opportunities that would provide quality programs and services for young children.*

<p>Other Recommended Courses            HTH 201 Health Issues for Educators (3cr)            MUS 101 Music Appreciation (3cr)            ART 102 Fundamentals of Art for Elem Teacher (3cr)            LIT 110 Intro to Lit (3cr)            LIT 289/AIS American Indian Lit (3cr)</p>
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Early Childhood Suggested Plan of Study		
Fall Semester		
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniiih Lang I	3
ECHE 100	Intro to ECHE	3
ECHE 125	Guiding Young Child	3
BIOB 160/L160	Prin of Living Sys/Lab	3/1
WRIT 101	College Writing I	3
	Total	17
Spring Semester		
AIS 100	Introduction to AIS Preschool	3
ECHE 120	Curriculum/Environment	3
PSYX 100	Intro to Psychology	3
M 121	College Algebra	4
WRIT 201	College Writing II	3
	Total	16
Fall Semester		
GE Elective	Humanities/Fine Art Elective	3
ECHE 110	Early Child Program Mgmt.	3
ECHE 115	Field Experience	4
M 130	Math for Elem Teachers	3
PSYX 230	Developmental Psychology	3
	Total	16
Spring Semester		
EPYC 250	Exceptional Children	3
ECHE 200	Education Research	3
AIS 140/141	Nakoda/Aaniiih Hist/Cul	3
LIT 282	Children's Literature	3
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
	Total	15
<b>Total Credits for Degree: 64</b>		

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors.



## Education (EDUC) Associate of Arts Degree

The Education Associates of Arts program provides students with the requisite skills for obtaining employment as a paraprofessional or continuing on to pursue a bachelor's degree in an education related field. The program provides a strong education foundation and addresses the need for more highly-qualified, American Indian teachers in the local school systems.

Graduates will

*Analyze the foundations of education and American Indian education systems within their historical, philosophical, cultural, pedagogical, and social contexts and apply that knowledge to current research within the field of education.*

*Understand central concepts and foundational structures of the mathematics, reading and literature, language arts, science, American Indian studies, and history content areas*

*Demonstrate foundational knowledge through an organized portfolio.*

*Evaluate the effect of choices and actions on children and seek out opportunities for professional growth.*

Recommended Courses, in addition to program requirements, when planning to transfer to other University systems:

HTH 201 Health Issues for Educators (3cr)  
 GEOG 110 Geography (3cr)  
 MUS 101 Music Appreciation  
 ART 102 Fund of Art for Elem Teachers (3cr)  
 (The first course is a professional core requirement, and the next three are all required for licensure.)  
 CIS 250 Computers in Education  
 AIS 140/141 Nakoda/Aaniinen History/Culture  
 (Given the IEFA mandate, knowing tribal history and culture are critical to culturally responsive pedagogy.)

Education Suggested Plan of Study		
Fall Semester		
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniiih Lang I	3
BIOB 160/ L160	Prin of Living Sys/Lab	3/1
EDUC 100	Foundations of Education	3
PSYX 100	Intro to Psychology	3
WRIT 101	College Writing I	3
	Total	17
Spring Semester		
AIS 100	Introduction to AIS	3
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
HIST 180	American History (HUM GE)	3
M 121	College Algebra	4
WRIT 201	College Writing II	3
	Total	16
Fall Semester		
AIS 215	American Indian Education	3
Science/Lab	Physical Science Elective	4
LIT 289/AIS 225	American Indian Literature	3
M 130	Math for Elem Teachers	3
PSYX 230	Developmental Psychology	3
	Total	16
Spring Semester		
EPYC 250	Exceptional Children	3
LIT 282/LIT 291	Children/Young Adult Literature	3
M 131	Math for Elem Teachers II	3
POL 134	American Government	3
EPYC 200/ PSYX L270	Educational Psychology w/Psychology of Learning Lab	3/1
	Total	16
<b>Total Credits for Degree: 65</b>		

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors

## Environmental Science (ES) Associate of Science Degree

The goal of the Environmental Science Program is to provide skills for entry-level employment opportunities and continuation of education in environmental science, forestry, fish and wildlife management, biology, water quality, soil conservation, and range conservation. The students will acquire a basic knowledge of ecological principles, environmental issues, traditional and cultural values. Degree options may be used to focus course selections for career paths, if desired.

*Graduates will:*

*Know, use, and interpret scientific explanations (both Western and indigenous) of the natural world.*

*Generate and evaluate scientific evidence and explanations*

*Understand the nature and development of environmental scientific knowledge in Western and indigenous cultures*

*Participate meaningfully in environmental scientific activities and discourse.*

Environmental Science Suggested Plan of Study		
Fall Semester		
GS 110	Finding Place	1
BIOB 160/ L160	Prin of Living Sys/Lab	3/1
GEOL101/L101	Physical Geology/Lab	3/1
M 121	College Algebra	4
NRS 101	Natural Resource Issues I	1
WRIT 101	College Writing I	3
	Total	17
Spring Semester		
CHMY141/L141	College Chemistry/Lab I	4
GE Elective	Humanities/Fine Arts	3
Option Elective	Option Elective	3/4
ENSC 110	Environmental Science/Lab	4
WRIT 201	College Writing II	3
	Total	17/18
Fall Semester		
AIS 105/155	Nakoda/Aaniiih Language I	3
BIOE 270	General Ecology/Lab	3/4
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
BIOL 130	PHAGE Discovery	3
NRS 101	Natural Resource Issues II	1
	Total	15/16
Spring Semester		
AIS 100	American Indian Studies	3
GE Elective	Social Science	3
BIOL 135	PHAGE Bioinformatics	3
NRS 101	Natural Resources Issues III	1
	Total	12/14
Grand Total		61/65

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors.

## Human Services (HMS) Associate of Arts Degree

The Human Services program is designed to provide basic education in human service and the mental health professions for students pursuing entry level mental health professions or transfer to a mental health baccalaureate program.

Graduates will:

*Demonstrate the ability to examine, investigate, and interpret a variety of concepts concerned with the study of the social life of human groups and individuals.*

*Find, comprehend, and synthesize social science research from original sources.*

*Articulate and apply counseling techniques from personality theories.*

*Recognize the importance of human diversity and understand the forms and mechanisms of discrimination and oppression.*

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors.

**\*\*These courses are offered every other academic year.**

Human Services Suggested Plan of Study		
	Fall Semester	
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniiih Lang I	3
PSYX 100	Introduction to Psychology	3
HMS 201	Survey Human Services	3
SOCL 220	Race, Class, & Gender	3
CAS 242**	Fundamentals of Substance Abuse	3
	Total	16
	Spring Semester	
AIS 100	Introduction to AIS	3
WRIT 101	College Writing I	3
PSYX 240	Abnormal Psychology	3
Elective	Natural Science with Lab	3/1
Elective	Humanities/Fine Art	3
	Total	16
	Fall Semester	
WRIT 201	College Writing II	3
M 121	College Algebra	4
HMS 201**	Assessment & Case Management	3
HMS 205	Prin of Counseling and Group Theory	3
PSYX 230	Developmental Psychology	3
	Total	16
	Spring Semester	
COMX 111	Public Speaking	3
HMS 279	Legal Ethical Professional Issues in Human Services	3
HMS 298	Cooperative Education/Internship	3
HMS 250**	Crisis Intervention & Interviewing	3
Elective	Optional Elective	3
	Total	15
Total Credits for Degree: 63		

## Liberal Studies (LS) Associate of Arts Degree

The Liberal Studies program provides a basic comprehensive overview in the areas of social sciences, natural sciences, humanities, fine arts, and technology for those students who plan to pursue a baccalaureate degree (most courses transfer as general education requirements) or to transition to an entry level job in public or private institutions.

Graduates will:

*Examine, investigate, and interpret a variety of concepts regarding social phenomena.*

*Use the scientific method to conduct research, analyze data, and draw conclusions.*

*Conduct research, synthesize research, and present research in polished oral and written works.*

*Analyze a variety of artistic works for their contribution to both broader societal culture and local Aaniiih and Nakoda culture.*

*Use computers to obtain, analyze, and create information or documents.*

*\*\*\*LS graduates may consider applying for a B.A. in Liberal Studies at MSU Bozeman. This program is 100% online. For more information, visit <http://www.montana.edu/liberalstudies/>*

Liberal Studies Suggested Plan of Study		
Fall Semester		
AIS 150/155	Nakoda/Aaniiih Lang I	3
GE Elective	Natural Science/Lab	3/1
WRIT 101	College Writing I	3
HUN 101	Intro to Humanities	3
CIS 110	Intro to Computers	3
GS 110	Finding Place	1
	Total	17
Spring Semester		
AIS 100	Introduction to AIS	3
WRIT 201	College Writing II	3
Elective	Natural Science/Lab	3/1
CIS 120	Web Page Design	3
AIS 155	Nakoda/Aaniiih Lang II	3
	Total	15/16
Fall Semester		
M 121	College Algebra	4
AIS 225	American Indian Literature	3
BFIN 205	Personal Finance	3
GE Elective	PSYX 100 or SOCL 101	3
Elective	NUTR 221/L221 or GEOL 103/L103	3/1
	Total	17
Spring Semester		
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
Elective	Humanities or Fine Arts	3
LS 290	Cap Stone	1
Elective	Social Science	3
Elective	Computer Information Sys	3/1
	Total	13/14
Total Credits for Degree: 62/64		

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors.

## Nursing Program (NRSG) Associate of Science Degree

The mission and philosophy of the Aaniiih Nakoda Associates of Science Nursing Program reflects the Aaniiih Nakoda College core values and are congruent with its mission and goals. Aaniiih Nakoda College and Associates of Science Nursing program have administrative capacity resulting in effective delivery of the nursing program and the achievement of identified program outcomes.

Learning Outcomes:

- Work collaboratively with clients, their families and the health care community to ensure quality care;
- Integrate a Native American cultural focus to administer culturally competent patient and family centered care to a variety of clients throughout the seasons of their lifespan;
- Apply the nursing process and incorporate evidence-based practice in providing safe and holistic patient care;
- Combine cultural, professional, legal and ethical accountability into practice, embracing the values of the nursing profession, the Medicine Wheel paradigm, and the Aaniinen and Nakoda cultures; and

The Prerequisite Course work must be completed before admission into the Associates of Science Nursing Program.

### Prerequisite Course Work:

Semester I		
Course Number	Course title	Crs
BIOH 201/L201	Anatomy & Physiology w/Lab	4
CHMY 121/L121	Gen Chemistry w/Lab	4
M 121	College Algebra	4
*AIS 155/150, AIS 100, SOCL 100	Language, AIS, Sociology	3
<b>Total</b>		<b>15</b>
Semester II		
BIOH 211/L211	Anatomy & Physiology II w/Lab	4
WRIT 101	College Writing I	3
NUTR 221	Basic Human Nutrition	3
PSYX 100	Intro to Psychology	3
BIOM 250	Microbiology w/Lab	4
<b>Total</b>		<b>17</b>

\*Course work requirements for graduation from Aaniiih Nakoda College Nursing Program.

### Program Coursework:

The courses listed below are required in the program of study for the Aaniiih Nakoda College Associates of Science Nursing Program.

Fall Semester		
Course	Title	Cr
NRSG 135	Pharmacology	3
NRSG 130	Fundamentals of Nursing	7
NRSG 138	Gerontology	2
<b>Total</b>		<b>12</b>
Spring Semester		
NRSG 140	Concepts of Adult Nursing	6
NRSG 256	Pathophysiology	3
AIS 150/155, AIS 100, SOCL 100	Language, AIS, or Sociology	3
<b>Total</b>		<b>12</b>
Fall Semester		
Course	Title	Cr
NRSG 254	Mental Health Nursing	4
NRSG 262	Complex Care of Adult Client	5
NRSG 142	Core Concepts of Maternal/Child	3
<b>Total</b>		<b>12</b>
Spring Semester		
NRSG 266	Managing Client Care	4
NRSG 252	Complex Care Maternal/Child	3
NRSG 265	Adv Clinical Skills	1
NRSG 298	NCLEX Preparation	1
AIS 150/155, AIS 100, SOCL 100	Language, AIS, or Sociology	3
NRSG 299	Nursing Success	1
<b>Total</b>		<b>13</b>

## Psychology (PSYX) Associate of Arts Degree (Moratorium)

The Psychology Program is designed to provide basic education in psychology and the mental health professions for students pursuing entry level mental health professions or transfer to a mental health baccalaureate program.

Graduates will:

*Demonstrate the ability to examine, investigate, and interpret a variety of concepts concerned with the study of the social life of human groups and individuals.*

*Find, comprehend, and synthesize social science research from original sources and understand the process of developing psychological research*

*Apply counseling techniques from personality theories.*

*Recognize the importance of human diversity and explain the relevance of this concept to the science and practice of psychology.*

NOTE: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete. It is imperative that students work closely with their advisors.

Psychology Suggested Plan of Study		
Fall Semester		
GS 110	Finding Place	1
AIS 150/155	Nakoda/Aaniih Lang I	3
PSYX 100	Intro Psychology	3
	Race and Gender	3
WRIT 101	College Writing I	3
	Total	16
Spring Semester		
GE Elective	Natural Science Elective/Lab	3/1
GE Elective	Elective Social Science	3
PSYX 270	Psychology of Learning	3
PSYX L270	Lab Psychology of Learning	1
SOCL 205	Native American in Contemporary Society	3
WRIT 201	College Writing II	3
	Total	17
Fall Semester		
AIS 100	Intro to AIS	3
Communication Elective	COMX 115 Interpersonal Comm. or COMX 111 Public Speech	3
M 121	College Algebra	4
PSYX 230	Developmental Psychology	3
PSYX 278	Intro Clinical Psychology	3
	Total	16
Spring Semester		
GE Elective	Humanities or Fine Arts	3
PSYX223/L223	Research Design and Analysis/Lab	3/1
PSYX 240	Abnormal Psychology	3
PSYX 275	Psychology Statistics	3
	Total	16
Total Credits 62		

## Welding (WLD) Associate of Applied Science

The Welding AAS Degree provides students with the skills, knowledge and experience needed to prepare them for careers in welding and metal fabrication. First year courses provide instruction in basic techniques and practices needed for entry-level employment in the welding profession. Second year classes build on these basic skills, expose students to more advanced fabrication and machining methods, provides students with extensive hands-on experience in real-world settings, and introduce students to basic concepts and practices for operating a small business.

*Graduates will:*

*Perform gas metal arc (GMAW) welding operations of various joint designs using selected electrodes on different positions.*

*Demonstrate knowledge of metal fabrication design and safe operation of fabrication equipment.*

*Understand basic business practices and concepts needed to start a small welding business.*

Suggested Plan of Study		
1st Year	Fall Semester	
GS 110	Finding Place	1
WLD 102	Shielded Arc Welding	3
WLD 101	Welding Theory	2
WLD 114	MIG Welding	3
M 101	Technical Math	2
WLD 117	Welding Practicum	3
CIS 101	Basic Computer Skills	1
WRIT 111	Technical Writing	2
	Total	17
	Spring Semester	
WLD 104	Blueprint Reading	2
AIS 150/155	Aaniih/Nakoda Language I	3
WLD 121	Structural Steel Welding	3
WLD 180	Welding Certification I	3
WLD 280	Welding Certification II	3
BUS 210	Workplace Ethics	3
	Total	17
	Fall Semester	
WLD 115	TIG Welding	3
WLD 260	Repair and Maint Welding	3
WLD 205	Adv Welding and Machining	3
WLD 225	Ornamental Iron	3
BUS 190	Indianpreneurship	3
	Total	15
	Spring Semester	
WLD 253	CNC Burn Table	3
WLD 298	Field Experience	10
Business	Elective	3
	Total	16
Total Credits for Degree: 64		

# **One Year Certificates Of Applied Science Programs**



## Carpentry (CAR) One-Year Certificate of Applied Science Program

Students will develop skills used in the carpentry industry such as framing, siding, sheet rocking, taping, hanging doors and cabinets, shingling, blueprint reading, hanging cabinets, installing doors and many other areas involved with the carpentry trade in residential construction.

Graduates will:

*Be able to perform basic construction techniques and identify tools and products.*

*Be able to identify parts of the wall and stairs, also perform techniques involved in framing a wall and stairs.*

*Be able to identify parts of the floor and roof, also perform techniques involved in framing a floor and roof system.*

*Develop the ability to read basic blueprints, be familiarized with codes and frame with steel studs*

Suggested Plan of Study		
1st Year	Fall Semester	
GS 110	Finding Place	1
AIS 150/155	Aaniiih/Nakoda Lang I	3
CAR 101	Beginning Carpentry	2
CAR 104	Blueprint Reading	2
CAR 111	Floors	3
CAR 112	Roofs	3
CAR 121	Walls and Stairs Framing	3
	Total	17
Spring Semester		
CAR 130	Sheet rocking	3
CAR 141	Finish Work	3
CAR 150	Hanging Cabinets	2
CAR 160	Advanced Carpentry	3
BUS 210	Workplace Ethics	3
M 101	Technical Math	2
WRIT 111	Technical Communications	2
	Total	18
Total Credits for Degree: 35		

## Health Science (HS) One-Year Certificate of Applied Science Program

The Health Science certificate is designed to provide the prerequisite coursework required for students planning to apply into the Associate of Sciences Nursing Program, while at the same time providing fundamental skills in communication, computation, human relations and health sciences specifically focusing on the human body.

All course offerings integrate the teachings, cultural values and traditions of American Indian people.

Graduates will:

*Exhibit effective communication skills*

*Demonstrate mathematical competency*

*Exhibit a basic understanding of the human body form and function*

*Demonstrate an understanding of American Indian perspectives on health, healing and holistic medical care.*

Note: If placement test scores indicate refresher classes are needed, the student's program will require more than two years to complete.

Suggested Plan of Study		
Fall Semester		
GS 110	Finding Place	1
BIOH 201/BIOHL201	Anatomy & Physiology I w/Lab	4
CHMY 121/CHMYL121	Intro to Gen Chemistry/Lab	4
WRIT 101	College Writing I	3
AIS 155 or AIS 150	Aaniih/Nakoda Language	3
AIS 100	Introduction to AIS	3
	Total	18
Spring Semester		
BIOH 211/BIOH L211	Anatomy & Physiology II w/Lab	4
NUTR 221	Basic Human Nutrition	3
PSYX 100	Introduction to Psychology	3
BIOM 250	Microbiology w/Lab	3/1
M 121	College Algebra	4
	Total	18
Total Credits for the Certificate 34		

## Tribal Management (TM) One-Year Certificate of Applied Science Program

The Tribal Management certificate program is to prepare students for successful employment in tribal government. Through a combination of classroom instruction and practical experiences, students will gain an understanding of tribal government operations and acquire the communication, computing, organization, and management skills needed for working in tribal government offices. This certificate will provide a broader and deeper level of training for students interested in working as tribal managers and administrators.

Graduates will:

*Demonstrate knowledge of the federal budgeting process and the impact on tribal management.*

*Demonstrate knowledge of ethics issues relevant to employee/employer relationships.*

*Apply conflict resolution techniques used in the workplace.*

*Demonstrate knowledge of oral and written communication skills needed in the workplace.*

*Demonstrate ability to use quantitative reasoning to solve business problems.*

Suggested Plan of Study		
Fall Semester		
GS 110	Finding Place	1
ACTG 201/L201	Accounting I/Accounting I Lab	3/1
BUS 104	Business Math	3
BUS 180	Gov't Grants/Contracts	3
WRIT 101	College Writing I	3
	Total	14
Spring Semester		
AIS 130	Tribal Government	3
AIS 100	Intro to AIS	3
BUS 210	Workplace Ethics & Conflict Resolution	3
CIS 135	Spreadsheets	3
WRIT 122	Intro to Bus Writing	3
	Total	15
Total Credits for Degree: 29		

## Welding (WLD) One-Year Certificate of Applied Science Program

The Welding Certificate is intended to provide the necessary instruction to enable the student to enter the welding profession in an entry-level position. The curriculum adheres to the national standards established by the American Welding Society entry level welder program.

Graduates will:

*Select the correct electrode classification and parameters for various thicknesses of material and welding positions on ferrous and nonferrous metals.*

*Lay out, sheer, cut, form and assemble weldments.*

*Exhibit knowledge of workplace safety.*

Suggested Plan of Study		
	Fall Semester	
GS 110	Finding Place	1
CIS 101	Basic Computer Skills	1
WLD 102	Shielded Arc Welding	3
WLD 101	Welding Theory	2
WLD 114	MIG Welding	3
M 101	Technical Math	2
WLD 117	Welding Practicum	3
WRIT 111	Technical Writing	2
	Total	17
Spring Semester		
WLD 104	Blueprint Reading	2
AIS 150/155	Aaniih Nakoda Language I	3
WLD 121	Structural Steel Welding	3
WLD 180	Welding Certification I	3
WLD 280	Welding Certification II	3
BUS 210	Workplace Ethics	3
	Total	17
Total Credits for Degree: 34		

# **Professional Certifications Offered on Demand**

## **Hazardous Waste Operations & Emergency Response (HazWOPER)**

The HazWOPER course is required under OSHA regulations for people who are currently working or hope to work, in professions that encounter hazardous materials and hazardous waste as part of daily work. Typical professions include: miners, medical personal, environmental field and lab technicians, engineers. Supervisors of any employees working with or around hazardous substances should take this course to understand how to protect employees from harm and themselves. This course is 40 hours of classroom instruction which includes hands-on operation of personal safety equipment, developing a site safety assessment plan and participating in a mock hazardous cleanup response. Upon successful completion of written exam and practicum exercises in the HazWOPER 40 hour certification course, participants receive a certificate which proves they meet OSHA training requirements for one year. Thereafter, employees need only take an 8 hour recertification course each year.

## **Certified Nurse Aide**

This course provides clinical and practical instruction of basic nursing skills required of nursing assistants employed in skilled nursing facilities and extended care facilities. The course emphasizes care of older and disabled individuals in the community, assistance with activities of daily living such as bathing, dressing, exercise movement, eating, elimination, safety measures, and rehabilitation techniques. Emphasis and attention will be given to providing quality assistive care with respect to culture and community needs. This

course meets State of Montana criteria to qualify student to sit for the Nurse Aide Exam ("CNA exam").

## **Phlebotomy Technician**

This course is designed for people who plan to work for a clinical laboratory, public health department, clinic, or hospital. The course is 75 hours of classroom and online training with an additional 40-100 hours of supervised clinical experience. Lectures include, but are not limited to, anatomy and physiology of the circulatory system, medical terminology pertaining to the circulatory system, specimen collection, processing, and handling, risk factors, complications, quality assurance and laboratory operations (e.g. safety, quality control, etc.). Practical instruction provides hands-on training in venipuncture technique including the interpersonal skills needed for working with patients. Mastery of the procedures and skills will be verified and documented by the instructor. The clinical practicum is provided at local medical affiliates, allowing participants to achieve proficiency in the healthcare setting. Students who successfully complete both classroom instruction and the clinical practicum components required for National Registry and Certification may be endorsed by ANC to sit for the Phlebotomy Technician Exam to become a Registered Phlebotomy Technician as well as the exam to become a Certified Phlebotomy Technician. ANC makes no guarantees that students will pass either exam. ANC will not endorse students for the Registered Exam or the Certification unless students have met all requirements and passed both portions of the course.

# **Academic Course Descriptions**

## **Accounting (ACTG)**

### ACTG 201 Accounting I (3)

Prerequisite: None

This course provides the foundations of Generally Accepted Accounting Principles (GAAP), including double entry basics, classification of accounts, financial statements, payroll and special journals for both service and merchandise proprietorships. This course is offered fall semester.

### ACTG L201 Accounting I Lab (1)

Prerequisite: None

Co-requisite: ACTG 201

Students will be given up to date instruction on software(s) used for accounting purposes. Lab software will concentrate on basics of accounting being learned in base course, ACTG Accounting I.

### ACTG 202 Accounting II (3)

Prerequisite: ACTG 201 and BUS 104

This course teaches financial accounting for partnerships and corporations and includes an introduction to managerial accounting concepts and techniques. This course is offered spring semester.

### ACTG L202 Accounting II Lab (1)

Prerequisite: None

Co-requisite: ACTG 202

Students will be given up to date instruction on software(s) used for accounting purposes. Lab software will concentrate on accounting procedures for various forms of business ownership and topics such as notes, merchandise inventory control, depreciation, etc. QuickBooks, a universally used and accepted software program, will be fully explained.

### ACTG 210 Payroll Accounting (3)

Prerequisite: ACTG 202, ACTG L202 or concurrent with instructor approval

This course will provide the student with the most up to date information available on tax and payroll laws, rules, and regulations currently in affect. Extensive use of payroll software is a major component of the class. Passing certification requirements of the publisher of the software will be a requirement of the class. This course is offered spring semester.

## **American Indian Studies (AIS)**

### AIS 100 Introduction to American Indian Studies (3)

Prerequisite: None

Co-requisite: WRIT 101

Students will study the various North American cultural areas, the legal relationship between the U. S. Government and tribes as well as issues that affect contemporary Indian societies. This course is offered fall and spring semesters.

### AIS 110 Introduction to Stick Games (1)

Prerequisite: None

Students are introduced to the basic rules and techniques of the American Indian Stick Game. Students will learn how to point, hide, and sing as well as keep track of the sticks. This course is offered fall semester.

### AIS 111 Advanced Stick Games (1)

Prerequisite: AIS 110

Students will be able to participate in a traditional guessing game of skill, style, song and "trickery" in four types (Aaniiih, Cheyenne, Flathead, and Crow) of the American Indian game called stick game. This course requires the student to participate more fully in the singing of stick game songs. It is offered spring semester.



**AIS 115 American Indians in Cinema (3)**

Prerequisite: None

This class is designed to evaluate and understand the portrayal of American Indians in the film industry. It is also designed to find connections between Hollywood portrayals and views non-Indians have toward American Indians. This course is offered upon demand.

**AIS 120 Traditional Plants (3)**

Prerequisite: None

This course will describe plant uses from the beginning of time to the present. In this class students will study ways in which American Indians understood and utilized native plants in natural cures, edible foods, dyes, and other uses. The following areas will be covered: herbs, spices, teas, tobaccos, dyes, and others. This course is offered spring semester. This course is cross listed with B100 120 Intro to Ethnobotany.

**AIS 130 Tribal Government (3)**

Prerequisite: None

The student will study the history of the government of the Fort Belknap Reservation. Topics include: traditional tribal government, early Fort Belknap tribal government, Indian Reorganization Act and issues that affect the Fort Belknap community as well as tribal governments across the United States. This course is offered spring semester.

**AIS 140 Nakoda History and Culture (3)**

Prerequisite: None

This is a course of Nakoda creation, culture, social structure and relationships with other tribes. Historical events, literature and leaders are discussed from creation to present day. This course is offered fall semester.

**AIS 141 Aaniiih History and Culture (3)**

Prerequisite: None

This is a course of A'ani nin creation, culture, social structure and relationships with other tribes. Historical events, literature and leaders are discussed from creation to present day. This course is offered spring semester.

**AIS 150 Nakoda Language I (3)**

Prerequisite: None

The emphasis of this course is on the Nakoda language pronunciation of basic and fundamental words and commands. The course may be taught using the Total Physical Response (TPR) method of teaching language. The course provides students with a greater appreciation of the culture and history of the Nakoda. This course is offered fall semester.

**AIS 155 Aaniiih Language I (3)**

Prerequisite: None

The emphasis of this course is on A'ani nin language pronunciation of basic and fundamental words and commands. The course may be taught using the Total Physical Response (TPR) method of teaching language. This course is offered fall semester.

**AIS 165 American Indian Arts (3)**

Prerequisite: None

This course will provide the students with an understanding of the traditional and contemporary arts and crafts of Indian people. Special emphasis will be placed on A'aninin and Nakoda traditions and culture. Topics covered will include hide tanning, dry meat preparation, sewing, quilting, quill work and the cradle board. This course is offered on demand.

### AIS 200 American Indian

Religion/Philosophy (3)

Prerequisite: AIS 100

This course is designed to assist students to understand the American Indian world view as it relates to religion, spirituality, cultural and philosophy. The emphasis will be on A'ani nin and Nakoda Tribes. This course is offered fall semester.

### AIS 203 Contemporary American Indian Issues (3)

Prerequisite: AIS 100

This course will explore the economic, social, political, educational and cultural issues that American Indians encounter within today's society. This course is offered Fall Semester.

### AIS 204 AIHEC Knowledge Bowl (3)

Prerequisite: AIS 100 and Consent of the Instructor.

This reading course will involve topics of art, religious and political issues along with historical and current events that will encompass a broad overview of American Indian histories. The student will have a review of specific American Indian literature past and present. The students will participate in the American Indian Higher Education Consortium (AIHEC) College Bowl. This course is offered spring semester.

### AIS 215 American Indian Education (3)

Prerequisite: AIS 100

The student will study the history of Indian Education in this course, from traditional Indian educational practices to the boarding school policies to present day education that affects Native people in the United States. This course is offered fall semester.

### AIS 225 American Indian Literature (3)

Prerequisite: AIS 100

This class is a comparative survey of poetry, short stories, novels and films

published by contemporary American Indian authors alongside traditional Native songs, legends and myths recorded from various Native oral traditions. This course is offered fall semester.

### AIS 235 Federal Indian Law (3)

Prerequisite: AIS 100

This class will develop the student's understanding of the theories and doctrines that encompass Federal Indian Law and Policy. It will also develop the student's comprehension of key legal and policy concerns for contemporary American Indians. This course is offered fall semester.

### AIS 250 Special Topics (1)

Prerequisite: Instructor Approval

This course consists of an independent research project dealing with an aspect of an American Indian issue, history or culture. This is a capstone course for AIS majors. This course is offered spring semester upon demand.

### AIS 251 Special Topics (3)

Prerequisite: Instructor Approval

This course is an independent research project dealing with an aspect of an American Indian issue, history or culture. This course is offered spring semester upon demand.

### AIS 252 Nakoda Language II (3)

Prerequisite: Nakoda Language I

The course may be taught using the Total Physical Response (TPR) method of teaching language. The course provides student with a greater appreciation of the culture and history of the Nakoda. This course is offered spring semester.

### AIS 256 Aaniiih Language II (3)

Prerequisite: A'ani nin I

This is an intermediate A'ani nin language course. The course may be

taught using the Total Physical Response (TPR) method of teaching language. This course is offered spring semester.

## **Allied Health (AH)**

AH 101 Allied Health Professions (1)

Prerequisite: None

This course is designed to be taken during the first year of the Allied Health degree. Students will learn about the wide range of options for pursuing a career in the allied health field. Trained Allied Health professionals currently working in the field will present as guest speakers in addition to each student completing a paper outlining the course of study and expectations of their chosen allied health career. This course is offered fall semester.

AH 145 Medical Terminology (3)

Prerequisite: None

The goal of this course is to promote a basic knowledge of medical terminology for professional and personal development. Students will have the ability to spell and pronounce medical terms, understand medical abbreviations, and appreciate the logical method found in medical terminology. This course is offered spring semester.

AH 194 Phlebotomy Technician (5)

Prerequisite: None

This course is designed for people who plan to work for a clinical laboratory, public health department, clinic, or hospital. The course is 75 hours of classroom and online training with an additional 40-100 hours of supervised clinical experience. Lectures include, but are not limited to, anatomy and physiology of the circulatory system, medical terminology pertaining to the circulatory system, specimen collection, processing, and handling, risk factors, complications, quality assurance and

laboratory operations (e.g. safety, quality control, etc.). Practical instruction provides hands-on training in venipuncture technique including the interpersonal skills needed for working with patients. Mastery of the procedures and skills will be verified and documented by the instructor. The clinical practicum is provided at local medical affiliates, allowing participants to achieve proficiency in the healthcare setting. Students who successfully complete both classroom instruction and the clinical practicum components required for National Registry and Certification may be endorsed by ANC to sit for the Phlebotomy Technician Exam to become a Registered Phlebotomy Technician as well as the exam to become a Certified Phlebotomy Technician. ANC makes no guarantees that students will pass either exam. ANC will not endorse students for the Registered Exam or the Certification unless students have met all requirements and passed both portions of the course. This course is offered on demand.

AH 290 Allied Health Capstone (1)

Prerequisite: None

This course will be taken by students enrolled in the last semester of coursework for the Allied Health degree program. Students will be required to set up and document a job shadowing experience in their chosen allied health career done under the supervision of a current professional. The students will be assessed on their participation in this job shadowing experience. In addition, students will complete a final capstone project. This course is offered spring semester and on demand.

## **Astronomy (ASTR)**

### ASTR 110 Astronomy (3)

Prerequisite: None

This is an introductory course in modern astronomy that explores some aspects of the scientific endeavor aimed at understanding the structure and evolution of the Universe. Topics covered include the history of astronomy, motions of the night sky, the solar system, stellar evolution, galaxies, black holes, and the Big Bang cosmology. American Indian knowledge about the stars and its impact on their life ways will also be included.

### ASTR L110 Astronomy Lab (1)

Co-requisite: ASTR 110

Laboratory activities will focus on observing the night sky using the naked eye and the telescope on clear sky days. Some of the lab exercises will also require using The Sky and CLEA software to obtain astronomical data.

## **Biology (BIOB, BIOE, BIOH, BIOL, BIOM, BIOC)**

### BIOB 110 Astrobiology (1)

Prerequisite: None

This course is an introduction to the study of the science of astrobiology which includes an examination of the science of life in the universe, the nature of life, the origin and evolution of life on earth, search for life in our solar system, Mars, the search for habitable worlds, the search for extraterrestrial intelligence, interstellar travel and American Indian notions of the life in the universe. This class is designed for both science and non-science majors interested in the quest of understanding the most profound questions of human existence. This course is offered on demand.

### BIOB 160 Principles of Living Systems (3)

Prerequisite: None

Co-requisite: BIOB L160

This course is a survey of basic biological principles including concepts of cell biology, metabolism, genetics, reproduction development, life systems, behavior, evolution and ecology. This course does meet the laboratory science requirement. This course is offered fall and spring semesters.

### BIOB L160 Principles of Living Systems Lab (1)

Prerequisite: None

Laboratory studies in cell structure and function, respiration, photosynthesis, tissues, plant structure, animal structure, and an introduction into human biology. This course taken in conjunction with the lecture meets Aaniiih Nakoda College General Education Core Natural Science laboratory requirement.

### BIOB 195 Undergraduate Research (1-4)

Prerequisite: Instructor Approval

This course is designed to give the student basic knowledge in the principles and practice of research. The student may engage in a basic research under the supervision of a qualified faculty member. This course is offered on demand, may be repeated.

### BIOB 199 Special Topics (1-4)

Prerequisite: Instructor Approval

This course is reserved for offering coursework in special Biology topics. Depending on the requirements, this may be from 1 to 4 credits. This course is offered on demand.

**BIOB 260 Cellular/ Molecular Biology (3)**

Prerequisite: BIOB 160/L160 and CHMY141

Co-requisite: BIOB L260

This course is designed to introduce students to the fundamentals of cellular biology by examining the structure, function and development of plant and animal cells. Topics will include cell chemistry, molecular composition and structure, membrane and organelle identification and function, cell transport and permeability, energy flow, cell division and genetics. This course does meet the laboratory science requirement. This course is offered fall semester.

**BIOB L260 Cellular and Molecular Biology Lab (1)**

Co-requisite: BIOB 260

Laboratory studies in cell macromolecules, organelles, and cellular functions. Wet labs and computer based modules will be completed by students. Concurrent enrollment in BIOB 260 is required. This course is offered during fall semester.

**BIOB 270 Bioethics (3)**

Prerequisite: BIOB 160/L160

This course examines the moral problems, philosophical principles and theories in medicine and medical research. An emphasis will be placed on traditional American Indian perspectives on holistic healthcare in relation to the Western model of medicine. In addition, the fundamental principles of ethics in healthcare (Non-maleficence, Beneficence, Autonomy, & Justice) will be the framework for interpreting the ethical issues that allied healthcare professionals face in their everyday practices. This course is offered fall semester.

**BIOB 295 Undergraduate Research (1-4)**

Prerequisite: BIOB 160/L160 and Instructor Approval

This course is directed undergraduate research/creative activity which may culminate in a written work or other creative project. This course will address the responsible conduct of research. This course is offered on demand, may be repeated.

**BIOE 270 Ecology (3)**

Prerequisite: BIOB 160/BIOB L160

Co-requisite: BIOE L270

This class offers students a community approach to ecology. After introducing the general principles of the science of ecology, students will be asked to examine and identify various types of ecological communities, looking at similarities and differences in composition, dynamics, structure and populations. Field trips will be used to supplement classroom lectures and discussions. This course is offered fall semester.

**BIOE L270 Ecology Lab (1)**

Co-requisite: BIOE 270

This lab gives students a variety of opportunities to do field and laboratory-based investigations as well as computer-based activities that reinforce concepts presented in lectures. In particular, students will gain an understanding of the rich and complex ways an ecosystem works together as a whole.

**BIOH 210 General Clinical Nutrition (3)**

Prerequisite: BIOB 160/L160, CHMY 121/L121 or Instructor Approval

Co-requisite: BIOH L210

This course is designed to introduce students to the fundamentals of nutrition and metabolic regulation by examining how the food we eat is metabolized and utilized by the human body. The basic

biochemistry and physiology that underlie human nutrition will be emphasized in the laboratory setting. Topics will include enzymes and metabolic pathways, the role of ATP in metabolism, digestion and absorption, the metabolism of carbohydrates and fats, overweight and obesity, diet and diseases of the poor, protein metabolism and energy malnutrition, integration and control of metabolism as well as vitamins and minerals. Students will also be exposed to the American Indian science paradigm as it relates to nutrition. This course does meet the laboratory science requirement and it is offered on demand.

#### BIOH L210 General Clinical Nutrition Lab (1)

Co-requisite: BIOH 210

This course is the laboratory component to be taken in conjunction with BIOH 210 as a co-requisite. Laboratory activities will include examination of the biochemical and physiological processes that drive human digestion, absorption and metabolism. Topics will include macro and micronutrient use in human physiology, enzymatic reactions, kilocalories, energy balance, and ATP. Focus will be given to these processes as they relate to specific pathophysiology commonly encountered in clinical settings. A review of how these processes affect quantitative laboratory values as measured by clinical labs will also be included in this course.

#### BIOH 201 Anatomy and Physiology I (3)

Prerequisite: BIOB 160/L160

Co-requisite: BIOH L201

This course presents the fundamentals of cell, tissue and organ biology. Emphasis will be placed on studying the form, structure and function of integumentary, skeletal, muscular, and

nervous systems. Human systems will be highlighted to help prepare students for further study in pre-professional training in the medical sciences and technologies. This course does meet the laboratory science requirement. This course is offered fall semester

#### BIOH L201 Anatomy and Physiology I Lab (1)

Co-requisite: BIOH 201

This course is the laboratory component to be taken in conjunction with BIOH 201 as a co-requisite. Laboratory based activities will underscore the fundamentals of cell, tissue and organ biology as it relates to the Human body. Emphasis will be placed on studying the form and function of the Human integumentary, skeletal, muscular, nervous and endocrine systems. Human body systems will be the focus to help prepare students for further study in pre-professional training in the medical sciences and technologies.

#### BIOH 211 Anatomy and Physiology II (3)

Prerequisite: BIOH 201/BIOH L201

Co-requisite: BIOH L211

This class continues the course of study began in BIOL 241 Anatomy and Physiology I. Emphasis will be placed on studying the structure and function of the endocrine, cardiovascular, circulatory, lymphatic/immune, respiratory, digestive (including nutrition, metabolism, and thermoregulation), urinary (including fluid electrolyte and acid-base balance), and reproductive systems. In addition, human development and heredity will be examined. This course is offered spring semester.

BIOH L211 Anatomy and Physiology II Lab (1)

Co-requisite: BIOH 211

This course is the laboratory component to be taken in conjunction with BIOH 211 as a co-requisite and is a continuation of BIOH 201/L201.

Laboratory based activities will emphasize studying the form and function of the nervous, endocrine, cardiovascular, circulatory, lymphatic/immune, respiratory, digestive (including nutrition, metabolism and thermoregulation), urinary (including fluid electrolyte and acid base balance), and reproductive systems. In addition, human development and heredity will be examined.

BIOL 105 AIHEC Science Bowl (3)

Prerequisite: Instructor Approval

The students will prepare for and participate in the American Indian Higher Education Consortium (AIHEC) College Bowl for the science competition. This course is offered on demand.

BIOL 130 Phage Discovery (3)

Prerequisite: BIOB 161/L161

This course will be part of the Howard Hughes Medical Institute Science Education Alliance-Phage Hunters Advancing Genomics and Evolutionary Science Project (SEA-PHAGES). This course is a discovery-based, course based research experience. The students isolate bacteriophages from local environmental samples, purify and characterize their phages, and extract DNA for further analysis. By the end of the semester, the students will have selected phages for whole genome sequencing. The students who participate in this course will be required to register and participate in a second course (Phage Bioinformatics) during the following spring semester. This course is offered fall semester.

BIOL 135 Phage Bioinformatics (3)

Prerequisite: BIOL 130

In this course the student employ bioinformatics methods to annotate their phage's genome sequence that was obtained from the previous fall semester Phage Discovery course. After quality control checks, the student's annotated sequence is submitted to the National Center for Biotechnology information Gen Bank database. At the end of the school year, students will be invited to the annual SEA – PHAGES Symposium at the Janelia Research Campus in Maryland. This course is offered spring semester.

BIOM 250 Microbiology for Health Sciences (3)

Prerequisite: BIOM L250

This course is a survey of the microbial world including bacteria, viruses, protozoa, algae, and fungi, relationships of microorganisms to man and to the environment including health and diseases, cultivation, isolation, microbial metabolism and genetics, with emphasis on antisepsis and medical microbiology for students entering health related fields as well as applied microbiology related to water quality. This course is offered spring semester.

BIOM L250 Microbiology for Health Sciences Lab (1)

Co-requisite: BIOM 250

Laboratory studies including microscopy, aseptic techniques, bacterial staining techniques, culturing microbes, and biochemical techniques used to identify microbes.

Concurrent enrollment in BIOM 250 is required. This course is offered during spring semesters.

**BIOO 101 Survey MT Wildlife and Habitats (3)**

Prerequisite: None

This course includes identification and ecological relationships of selected Montana wildlife species including mammals, birds, fish, reptiles, and amphibians. Field trips supplement classroom lectures and discussions. This course is offered on demand.

**BIOO 120 Intro to Ethnobotany (3)**

Prerequisite: None

This course will describe plant uses from the beginning of time to the present. In this class students will study ways in which American Indians understood and utilized native plants in natural cures, edible foods, dyes, and other uses. The following areas will be covered: herbs, spices, teas, tobaccos, dyes, and others. This course is offered spring semester. This course is cross listed with AIS 120 Traditional Plants.

**BIOO 220 General Botany (3)**

Prerequisite: BIOB 160/L160

Co-requisite: BIOO L220

The course in botany covers characteristics of seed plant families, emphasizing regional plants and plant communities. A student will gain knowledge of the principles of classification, acquire knowledge of plants in a greenhouse setting, and be exposed to a variety of plant-related issues of state and regional interest. This class is offered spring semester.

**BIOO L220 General Botany Lab (1)**

Co-requisite: BIOO 220

Laboratory studies including the plant cytology, structure, and morphology. Activities will be conducted in both the laboratory and green house. Concurrent enrollment in BIOO 220 is required. This course is offered during spring semesters.

**Business (BUS)**

**BFIN 205 Personal Finance (3)**

Prerequisite: BUS 100 or instructor approval

This course is designed to provide students with the tools to make them better financial consumers. The class will examine the techniques of budgeting, investing, using credit, and purchasing capital goods. Additionally, students will be provided with the option of investigating retirement programs and estate planning as well as tax preparation. The course materials are supplied by First Nations Institute. This course is offered fall semester.

**BGEN 105 Introduction to Business (3)**

Prerequisite: None

This course is an introduction to the operations of a business. Topics covered include: forms of ownership, organization, administration, decision making, finance, and personnel, legal and regulatory environment. This course is offered fall semester.

**BGEN 110 American Indian Business Leadership (1)**

Prerequisite: None

Students will engage in business activities related to the funding and operation of the Campus Food Bank. Participation in fundraising is required. Students will use team dynamics and group management techniques to learn budgeting, inventory control, cost/benefit analysis, marketing, advertising and other business skills in a service-oriented business endeavor. This course is offered both Fall and Spring semesters.



**BGEN 235 Business Law (3)**  
Prerequisite: BGEN 105/WRIT 101  
This class is an introduction to law (both agency and U.S. legal system) with business applications. It will concentrate on contracts, bailment, sales and commercial papers for organizations (proprietorships, partnerships and corporations.) This course is offered fall semester.

**BUS 104 Business Math (3)**  
Prerequisite: None  
The student will review mathematics as applied to business situations. Operations reviewed and applied include fractions, decimals, percentages, ratio and proportion, simple interest, payroll and taxes, discounts, etc. The student will also receive an introduction to using a business calculator to solve business problems. This course is offered fall semester.

**BUS 180 Government Grants and Contracts (3)**  
Prerequisite: None  
This class is designed to provide participants with a general understanding of federal grants. The class reviews the key functions within the federal grant cycle, the various levels of federal compliance and administrative requirements for federal assistance as well as state administrative and reporting requirements for federal assistance. This course is offered fall semester.

**BUS 190 Indianpreneurship**  
Prerequisite: None  
Students will be presented with a detailed course of study pertaining to establishing their own business. All aspects of business plans will be discussed using a unique curriculum developed in conjunctions with Native business owners past and present. All

aspects of starting and sustaining a business operation will be studied. Students will be shown how to write a viable business plan as a course requirement. This course is offered fall semester.

**BUS 210 WORKPLACE ETHICS/CONFLICT RESOLUTION (3)**  
Prerequisite: None  
This course is designed to give students a realistic look at the dynamics of the workplace. Issues such as workplace behavior, conflicts and socialization will be discussed. Major emphasis will be placed on the study of employer/employee relationships and the professional and personal communication parameters of the typical workplace. Research projects will be used to enhance instruction. This course is offered spring semester.

**BUS 290 Business Capstone (3)**  
Prerequisite: Instructor Approval  
This course is to be taken in the student's final semester in the program. An individual project will be developed by the student and the instructor, incorporating all aspects of the business curriculum. The project will be work related with actual hands-on experience whenever possible. Mentoring and/or apprenticeship programs may also be used to meet the requirements of the course. A major research project will also be part of the student's experience. This course is offered on demand.

## **Carpentry (CAR)**

**CAR 101 Beginning Carpentry (2)**  
Prerequisite: None  
This course is a study of basic trade practices, labor organizations, employment opportunities, building codes, power tool and job safety, job-site participation in blueprint reading and building layout, material estimating and

foundation forms and other structural members. It includes study of basic surveying and layout procedures using transit and levels.

#### CAR 104 Blueprint Reading (2)

Prerequisite: None

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

#### CAR 111 Floor Framing (3)

Prerequisite: None

This course deals with construction of floor system and the different material involved in the construction of floors.

#### CAR 112 Roof Framing (3)

Prerequisite: None

The course will also cover the different applications of roof systems. Such as the different types of roofs, sheathing on a roof, and roofing materials.

#### CAR 121 Walls and Stairs Framing (3)

Prerequisite: None

This course involves the basic concepts and techniques of wall framing in residential and commercial construction. Students will learn how to lay out walls and rough openings for windows and doors. The course will also cover stairs and stair layout. This course is offered fall semester.

#### CAR 130 Sheet rocking (3)

Prerequisite: None

Students will learn about sheet rocking walls and ceilings. Course will also cover topics about taping, and different types of texture.

#### CAR 140 Finish Carpentry (3)

Prerequisite: None

This course covers techniques for finishing out a home. Course topics include trim work, painting, and other applications of interior finish work and wall coverings. It will also cover applications of exterior finish work such as different applications of siding, fascia, and soffit. This course also introduces the techniques involved in hanging gypsum and taping. This course is offered spring semester.

#### CAR 150 Hanging Cabinets (2)

Prerequisite: None

This course covers topics on cabinet installation, different styles of cabinets. How to lay out a kitchen and bath will also be covered in this course.

#### CAR 160 Advanced Carpentry (3)

Prerequisite: None

This course covers the stages involved in carpentry from site layout to laying out footing and foundations. This course introduces reinforcements, concrete stamping, and leveling. This course is offered spring semester.

#### CAR 142 Intro to Woodworking (3)

Prerequisite: None

This introductory woodworking course acquaints the student with the essential principles of woodworking. Topics include wood technology, use of hand tools, portable power tools and basic machinery. Emphasis is placed on proper technique, safety and shop policies for the woodworking facility.

#### CAR 143 Woodworking Fundamentals (2)

Prerequisite: None

Cross Listed: FA115 Woodworking Art Introduces students to the materials, drawings and tools used in the joinery, assembly, preparation and finishing of a woodworking project.

**CAR 102 Small Scale Building Design (3)**

Prerequisite: None

Students will be required to build a small scale project that illustrates their ability to apply the knowledge learned from prior courses.

**CAR 200 Finishing (2)**

Prerequisite: None

This course covers techniques for finishing out a home. Course topics include trim work, painting, and other applications of interior finish work and wall coverings. It also covers applications of exterior finish work such as different applications of siding, fascia, and soffit. This course also introduces the techniques involved in hanging gypsum and taping.

**CAR 205 Log Furniture (3)**

Prerequisite: None

This course is about how to harvest logs and the process used to make log furniture out of them.

**CAR 210 Cabinets (5)**

Prerequisite: None

This course covers topics on cabinet installation and different styles of cabinets. How to lay out a kitchen and bath will also be covered in this course.

**CAR 215 Painting (2)**

Prerequisite: None

Various painting techniques and kinds of paint are covered.

**CAR 220 Construction Finishing (3)**

Prerequisite: None

This course covers various applications of products used in home construction. New and improved applications of products are covered.

**CAR 290 Carpentry Capstone (3)**

Prerequisite: Instructor Approval

A final project will be constructed that will incorporate all of the topics covered throughout prior coursework.

**Chemistry (CHMY)**

**CHMY 121 Intro to Gen Chemistry (3)**

Prerequisite: M 121 or Instructor Approval

Co-requisite: CHMY L121

General principles of modern chemistry with emphasis on atomic structure, chemical bonding, the periodic table, nomenclature, thermochemistry and phase changes, behavior of gases, and chemical reactions, including acid/base theory. This course will be taught in the fall semester. This course is offered fall semester.

**CHMY L121 Intro to Gen Chemistry Lab (1)**

Co-requisite: CHMY 121

Laboratory based activities will underscore the fundamentals of inorganic chemical bonding and nomenclature, thermodynamics, atomic structure, chemical reactions, ideal gases, Stoichiometry and solution chemistry. Lab will include student-led explorations of chemistry involving culturally-significant topics. This course will be taught in the fall semester.

**CHMY123: Intro to Organic & Biochemistry (3)**

Prerequisite: CHMY 121 and CHMY L121

Co-requisite: CHMY L123

This second semester of the two-semester introductory chemistry for allied health majors introduces principles and practices of organic chemistry. Topics include fundamentals of organic chemistry nomenclature, preparation and identification of organic compounds with an emphasis on health field applications.

CHMY L123: Intro to Organic & Biochemistry Lab (1)  
Co-requisite: CHMY 123  
This course is the laboratory component to be taken in conjunction with CHMY123 as a co-requisite. Laboratory-based activities emphasize the fundamentals of organic chemistry nomenclature, preparation and identification of organic compounds with an emphasis on health field applications. Lab will include student-led explorations of culturally-significant applications of chemistry.

CHMY 141 College Chemistry I (3)  
Prerequisite: M 121 or Instructor Approval  
Co-requisite: CHMY L141  
The first of a two-semester course sequence about the general principles of modern chemistry with emphasis on atomic structure, chemical bonding, the periodic table, equilibrium, thermochemistry and phase changes, behavior of gases, chemical reactivity, and kinetics. This course is offered in spring semester.

CHMY L141 College Chemistry I Lab (1)  
Co-requisite: CHMY 141  
This course is the laboratory component to be taken in conjunction with CHMY141 as a co-requisite. Laboratory based activities will underscore the fundamentals of inorganic chemical bonding and nomenclature, thermochemistry, atomic structure, chemical reactions, ideal gases, stoichiometry and acid-base chemistry. Lab will include student-led explorations of chemistry involving culturally-significant topics.

CHMY143: College Chemistry II (3)  
Co-requisite: CHMY L143  
This course is the second semester of a two-semester general chemistry course for science, technology, engineering and

math majors. Lecture topics include the fundamentals of chemical equilibria, reaction rates, catalysis, thermodynamics, organic chemistry nomenclature, and electrochemistry. This class will be offered in the fall semester.

CHMY L143: College Chemistry Lab II (1)  
Co-requisite: CHMY 143  
This course is the laboratory component to be taken in conjunction with CHMY143 as a co-requisite.

### **Chemical Dependency Counseling (CAS)**

CAS 191 Special Topics in AIS Healing Practices (3)  
Prerequisites: CAS 243 and CAS 248 or Instructor Approval  
This course is an open special topics course in the chemical dependency counseling program. Local community members or experts will cover various topics in indigenous healing practices depending on instructor availability and instructor expertise or knowledge. This course aims to provide culturally appropriate healing practices in behavioral health so that students may utilize or recommend these treatments to clients. This course is offered every other summer semester.

CAS 231 Pharmacology of Addictions (3)  
Prerequisites: CAS 243 and CAS 248  
This course focuses on the pharmacological effects of both illegal drugs and psychotropic medications. Students will learn the effects of these drugs on the brain and in the body, the neurological impact of addiction, the process of neurotransmission, issues related to co-morbidity, and the ethical, political, and social issues involved in prescription drug use and illegal drug

use. This course is offered every other spring semester.

### CAS 242 Fundamentals of Substance Abuse and Addiction (3)

Prerequisite: None

This course will help students become more informed about the factors that may underlie drug use and introduce them to historical and contemporary controversies surrounding drugs and society. There are many issues related to the use of drugs: Why people use them? How they affect people? How society responds to drug use? What can be done to prevent or terminate use? This course will address these topics considering mind/psychology, body/pharmacology, and environment/sociology. This course was previously listed as HMS 298 Drugs and Society.

### CAS 243 Substance Abuse Counseling I (3)

Prerequisite: None

This course is the first introductory course for Chemical Dependency Counseling. This course provides an overview of the practice of chemical dependency counseling that includes ethics, counseling skills, recovery, group treatment, family dynamics, special populations, spirituality in treatment, and personal/professional development. This course is offered every other fall semester.

### CAS 248 Substance Abuse Counseling II (3)

Prerequisite: CAS 243

This course is the second course in the introductory series for Chemical Dependency Counseling. This course focuses on applying counseling theory to the treatment of addictions. Theoretical approaches include

cognitive behavioral therapy, group therapy, family systems therapy, solution-focused brief therapy, Adlerian therapy, gestalt therapy, and existential therapy. This course is offered every other spring semester.

### CAS 250 Assessment and Case Management (3)

Prerequisites: CAS 243 and CAS 248

This course focuses on case management skills including screening, intake, orientation, assessment, treatment planning, counseling, client referral, follow-up, consultation, termination, and so forth. Students will learn the process of managing client caseloads from a professional and procedural perspective. This course is cross-listed with HMS 210. This course is offered every other spring semester.

### CAS 252 Gambling & Gaming Disorders (3)

Prerequisites: CAS 243 and CAS 248

This course focuses on gaming and gambling addiction. This class will address the etiology, subtypes, stages, diagnostic criteria, theories, and treatment for these disorders. This course is offered every other spring semester.

### CAS 254 Co-Occurring Disorders (2)

Prerequisites: CAS 243 and CAS 248

This course provides an overview of co-occurring psychiatric and substance abuse disorders. Students will interpret the *DSM* in terms of diagnoses, learn assessment approaches for co-occurring disorders, and investigate the impact co-occurring disorders have on treatment. This course is offered every other summer semester.

### CAS 260 Addiction Assessment & Documentation (4)

Prerequisites: CAS 243 and CAS 248

This course provides instruction in assessment, interventions, treatment planning, and professional client record documentation. Students will learn assessment instrument psychometrics, holistic assessment approaches, and test administration and the formal assessment report process. Students will also learn how to use assessment to guide treatment planning. More importantly, students will learn proper ways to document their work with clients in the counseling profession. The course is offered every other fall semester.

### CAS 265 Multicultural Competency & Ethics (1)

Prerequisites: CAS 243 and CAS 248

This course is focused on developing skills in cultural conflict, in cultural/personal self-awareness, in managing gender, socio-economic, and racial issues, and in cross-cultural counseling competency. This course will emphasize the unique ways that culture, gender, race, and socio-economic status interact in clients' lives, as well as in the counselors' lives. This course is offered every other summer semester.

### CAS 266 Legal, Ethical, & Professional Issues in Chemical Dependency Counseling (3)

Prerequisites: CAS 243 and CAS 248

This course provides students with a framework for making ethical decisions in professional counseling practice. Students will understand and apply ethical standards from the American Counseling Association and The Association for Addiction Professionals to case studies. Students will also understand and apply both federal and state (Montana) laws to case studies. This course is cross-listed with HMS

279. This course is offered every other spring semester.

### CAS 294 Licensing Preparation Workshop (1)

Prerequisites: A.A. degree in Chemical Dependency Counseling

This course will be offered on demand for students who have completed their A.A. degree in chemical dependency counseling and have completed or are close to completing their 1,000 hours of supervised fieldwork. This course will offer examination preparation for the NAACAC licensure examination. This course is offered on demand.

### CAS 295 Supervised Internship (1)

Prerequisites: Must be in final semester of CAS program

This course provides students with work experience in the field of chemical dependency. The 15 hours earned in this course can apply toward the 1,000 hours of supervised internship required for licensure. This course aims to help place students in their internship that will be used for licensure prior to graduation to ensure that they are on the path for professional licensure. This course is offered on demand.

## **Computer Information Systems (CIS)**

### CIS 101 Basic Computer Skills

Prerequisite: None

This course emphasis is on the mastery of the computer keyboard. Keyboarding, internet searching, Microsoft Word and email will be introduced. Preparation of correspondence, tables and reports will be performed in a lab setting.

### CIS 110 Introduction to Computers (3)

Prerequisite: None

This course is an overview of personal computers and associated peripherals. It is designed for those with little exposure to computers. A variety of

computer applications will be covered to give the student a well-rounded amount of exposure to computer usage. Software applications to be used will include word processing, spreadsheets and database. An introduction to the computer hardware components, the history of computer, and the Internet will also be included. This course is offered fall and spring semesters.

#### CIS 111 Intro to Operation Systems (3)

Prerequisite: CIS 110 and CIS 160

This course introduces students to a broad range of operating systems including installation, management, maintenance, and operating system concepts. This class is offered in the spring semester.

#### CIS 115 Intro to Computer Programming (3)

Prerequisite: CIS 110 and M 121

This introductory course will help students develop a basic understanding of computer programming using Visual Basic for Windows. Through lecture and hands-on labs, programming structures including looping, sequences and decision will be examined. This course is offered fall semester.

#### CIS 135 Spreadsheet Applications (3)

Prerequisite: CIS 110

This provides students with hands-on practical instruction in the use of computer software which enables them to enter data into spreadsheets and transform spreadsheet data to graphs and charts. This course is offered spring semester.

#### CIS 145 Advanced Word Processing (3)

Prerequisite: CIS 110

This is a comprehensive course in the use and operation of Microsoft Word for Windows. Hands-on instructions will include creating documents, saving,

printing and copying. Topics covered will include: basic mail merge procedures, envelopes and labels, tables and formulas, templates and wizards, as well as desktop publishing. This course is offered spring semester.

#### CIS 120 Web Page Design (3)

Prerequisite: CIS 110

This class covers essential Internet web site skills for students. Topics covered include: web page construction and enhancement and incorporating databases into web pages. Students will create a working website. This course is offered fall semester.

#### CIS 160 Intro to Computer Hardware (4)

Co-requisite: CIS 110

The student will learn the technical skills necessary to become a technician. They will develop technical skills by identifying and building a computer, adding peripherals, and connecting a computer to a local area network. This is a hands-on, lab-oriented course that stresses laboratory safety and working effectively in a group environment. This class is offered fall semester.

#### CIS 171 Database Applications (3)

Prerequisite: CIS 110

Instruction in use of data base management programs for computers will be provided. This course includes the fundamentals of database design, usage and hands on management of practical information. This class is offered spring semester.

#### CIS 210 Software Applications (3)

Prerequisite: CIS 110

This course provides students with the hands-on practical instruction in the use of computer software which enables them to work with new projects from Microsoft Word, Power Point, Excel, Outlook, and Access. Each section will

include 4 Modules. Students learn how to effectively in addition each student will include OneNote, Sway, Office Mix, and Microsoft Edge. Students will become effect using the skills within Office 2016. Spring Semester

#### CIS 211 Network Admin (4)

Prerequisite: CIS 110

This course covers the basics of NT administration including user managements, device management, and elements of NT security. This class will be a hands-on, lab-oriented course. It is offered spring semester.

#### CIS 215 Computer Programming II (3)

Prerequisite: CIS 115

This course focuses on intermediate computer program design and development using structured techniques. Includes small project development. Stresses modularity, program design, implementation, and testing. Object oriented programming/object oriented design (OOP/OOD) techniques will be utilized. This course will be offered on demand.

#### CIS 250 Computers in Education (3)

Prerequisite: CIS 110 or Consent of Instructor

This class presents strategies that enable a teacher to integrate computers into their educational environment to enhance their capabilities and productivity, Topics covered include multi-media projects, integrating technology into the curriculum, multiple software applications, telecommunications, electronic ethics, using the Internet for education purposes, and electronic portfolios. This course is offered on demand.

#### CIS 260 Hardware and Security System (3)

Prerequisites: CIS 160 and CIS 111

This course is designed to be an intensive introduction to multitasking operating systems and networking operating systems. Through both theory and hands-on instruction, students will achieve a thorough understanding of the design, installation, maintenance, and troubleshooting of computers and operating systems. Students will install various operating systems, security systems, backup procedures and remote access. This class is offered in the spring semester.

#### CIS 265 System Analysis and Design (3)

Prerequisite: CIS 115 and CIS 215

Study of the systematic analysis and design of computer software using case tools, data flow analysis, and culminating in a complete system design. This course is offered on demand.

#### CIS 270 Field Experience (3)

Prerequisites: Consent of Instructor

This course provides students with a supervised experience in computer information systems. Field placements are arranged through CIS advisor. This course is offered on demand.

### **Communications (COMX)**

#### COMX 111 Introduction to Public Speaking (3)

Prerequisites: None

This course guides students in developing public speaking skills. They will plan, research, prepare, and deliver academic speeches. Upon completion of this course, a student will be able to demonstrate competence in basic theoretical elements of communication in the delivery of informative, special-occasion, and persuasive speeches. All



the deliveries in this course will provide students with the self-confidence needed to talk in front of an audience and enable students to use public speaking to enhance understanding of, knowledge of, and experiences with Indian culture. This class is offered fall and spring semester.

#### COMX 115 Interpersonal Communications (3)

Prerequisite: None

This course is designed to give students an understanding of the nature of human relationships and to prepare students, as prospective employees or managers, to make a successful transition into new jobs or assignments. Classroom focus is on the student's understanding of interpersonal effectiveness with emphasis on communications, motivation, leadership, and personal attitude.

### **Early Childhood Education (ECHE)**

#### ECHE 100 Introduction to Early Childhood Education (3)

Prerequisite: None

This course will assist early childhood teachers and caregivers in understanding how child developmental theories inform developmentally appropriate practice. Students will study ways to structure the classroom environment so that it is a safe and healthy place for children and will explore techniques for meeting individual and group needs through the use of materials, relationships, and routines which encourage children to explore, play, and learn. Students will also receive an introduction to the Child Development Associate (CDA) program and process of assessment. This course is offered Fall Semester.

#### ECHE 110 Early Childhood Program Mgmt. (3)

Prerequisite: ECHE 100

This course proposes to develop the essential knowledge base for managing an early childhood program, either as a classroom teacher or as an administrator of a child care center or home day care. Students will expand their knowledge of developmentally appropriate practice and learn to apply theories of development, to utilize management and leadership processes, and to cultivate core competencies like personal and professional self-awareness, fiscal responsibility, communication, vision, and advocacy. This course is offered on demand.

#### ECHE 115 Field Experience (4)

Prerequisite: Instructor Approval

Field experience gives students the opportunity to functionalize their early childhood education learning. This course is offered on demand.

#### ECHE 120 Creating a Preschool Curriculum and Environment (3)

Prerequisite: ECHE 100

Building on the theories and curriculum models encountered in ECHE 100, this course provides a framework for decision-making and philosophy development so that students understand the fundamentals for designing curriculums and learning environments that facilitate children's emotional, social, physical, and cognitive growth. Students will also evaluate the Child Development Associate (CDA) program, its six competency goals and 13 functional areas, and understand the importance of each. Students will learn the effect high quality early childhood education can have on the lives of children and their families when utilizing age appropriate planning, materials, and

equipment. This course is offered spring semester.

### ECHE 125 Guiding Young Children with the Family (3)

Prerequisite: None

With a focus on the principles of positive guidance and on developmentally appropriate expectations, this course is designed for those who are currently working with young children or are preparing to work with children. The course curriculum not only provides guidelines for effective guidance and for addressing unproductive patterns of behavior but also shares strategies for creating and managing an environment that promotes self-management, social competence, and positive self-esteem in children. Students will also learn strategies for positive communication with parents and for encouraging parental involvement in child care programs. This course is offered Fall Semester.

### ECHE 200 Education Research (3)

Prerequisite: Instructor Approval

This course provides an introductory survey of many of the procedures commonly used in educational research. Students will not only gain an awareness of the basic concepts, principles, and techniques of educational research but also acquire the basic skills for analyzing and interpreting research data. In addition to learning how to critically read and evaluate educational research literature, students will plan and conduct primary research on an issue or question in Early Childhood Education and will share any findings and recommendations. This course is offered Spring Semester.

## **Economics (ECN)**

### ECNS 201 Microeconomics (3)

Prerequisite: BUS 100

The course will explore MICRO concepts of economics including business productivity, economy of scale, supply and demand, pricing, money and its uses. Emphasis will be placed on personal choice and decision making, as well as rural economics and its pertinence to reservation economics. This course is offered spring semester.

## **Education (EDUC)**

### EDUC 100 Foundations of Education (3)

Prerequisite: None

This course presents the history, purpose, role, and scope of education in the United States. Topics include curriculum development, state and national standards, current trends in education, and professional development. A field observation will focus on the skills and dispositions necessary to the teaching profession, as well as on curriculum planning and instruction in effective schools. This course is offered Fall Semester.

### EDUC 299 Special Topics (1-3)

Prerequisite: None

This course will offer various topics related to education and related issues. This course is offered upon demand.

## **Education Psychology (EPYC)**

### EPYC 200: Educational Psychology (3)

Prerequisite: PSYX 100

An introduction to learning theory with an emphasis on brain based research, this course focuses on learner-centered understanding and brain processing while providing an orientation to the field of education. To make decisions about instruction, classroom management, and assessment practices, students will

learn the psychological theories, concepts, and principles for cultivating the conditions most likely to motivate young people to master important knowledge and skills. This course is offered Spring Semester. This course is cross listed with PSYX 270 Psychology of Learning

EPYC 250 Exceptional Children (3)

Prerequisite: PSYX 100

Philosophically, this course is based on the premise that understanding exceptionality disorders, their history of development, and their characteristics is the first step toward understanding and appreciating children with special needs. The course introduces early childhood practitioners to pedagogical models for designing accommodations, adaptations, and interventions within the context of present-day laws, regulations, and educational practices. A 20-hour field experience will supplement course work, providing pre-service teacher candidates the opportunity to observe how regular and special educators work to support the development of children with exceptionalities. This course is offered Spring Semester.

### **Environmental Science (ENSC)**

ENSC 110 Environmental Science (3)

Prerequisite: None

This class examines the interaction between people and their environment. Using an interdisciplinary approach, the course will draw upon ideas and concepts from the natural sciences (biology, chemistry, and geology), social sciences (anthropology, political science, and economics) and ethics to examine the environmental social effects of human use and development of land, water, air, and energy resources. This course is offered spring semester.

ENSC L110 Environmental Science Lab (1)

Co-requisite: ENSC 110

This lab gives students a variety of opportunities to do field and laboratory-based investigations as well as computer-based activities that reinforce concepts presented in lectures. Particular emphasis is placed on issues of social justice and personal responsibility.

ENSC 290 Environmental Science Capstone (3)

Prerequisite: None

This course will be taken by students enrolled in the last semester of coursework for the Environmental Science (ES) Associate of Science degree program. The students will complete a final capstone project that will be approved by the instructor/Environmental Science Program Advisor. The students will incorporate the knowledge, skills and concepts that were acquired during the students' participation in the ES degree program. This course is offered on demand.

ENSC 291 Introduction to Global Climate Change (3)

Prerequisite: Environmental Science

Co-requisite: ENSC 291L

This course will provide an overview of the causes and implications of global climate change for both human populations and the natural world. In addition, students will look at how global climate change is connected to energy usage, food supplies, health and disease, water supply, economics, politics and government. Special attention will be focused on local issues related to climate change.

ENSC 291L Introduction to Global Climate Change Lab (1)

Co-requisite: ENSC 291

This lab gives students a variety of opportunities to do field and a laboratory-based investigation that reinforces concepts presented in lectures.

## **Emergency Medical Technician (EMT)**

EMT 111 Emergency Medical Technician-Basic (7)

Prerequisite: None

Recommended: AH 145, BIOH 201/L201 and BIOH 211/L211

This course is the nationally recommended minimum level of training for ambulance personnel and is considered the desired level of medical training by many fire departments. The course focuses on skill development in the primary responsibilities of the EMT-Basic. These responsibilities include bringing emergency medical care to victims of medical or traumatic emergencies; stabilizing their condition; transporting them safely and expeditiously to an appropriate facility; providing exceptional care with the safety of yourself, your colleagues and the general public being of the utmost importance. This course aims to promote confidence, develop intelligence and situational practicality, qualities that are essential to the EMT-B. Upon successful completion of the course, including internship hours, students may be endorsed to sit for the NREMT (National Registry of Emergency Medical Technicians) exam. This course is offered on demand

## **Fine Art (FA)**

FA 101 First Year Studio (3)

Prerequisite: None

This class is designed as a basic introduction to the arts. It is a beginning level studio drawing class emphasizing the visual fundamentals and basic

design. It is an orientation to contemporary and American Indian ideas of art making. This course is offered on demand.

FA 110 / WLD199

Art of Welding (3)

Prerequisite: None

The course is designed to provide the students with information and demonstration of safety, PPE (personal protection equipment), and injury prevention. It will provide basics in metal manipulation, basic welding techniques, and cutting with gas torch and plasma to make various shapes and textures. Skills learned will be used to make project of student choice. This course is offered on demand.

FA 115/CAR 143

Woodworking Art (3)

Prerequisite: None

Wood turning and carving courses give the student the expertise to transform wood into art, and embellish furniture with custom designed details. Every class emphasizes mastery of traditional hand and power tools to create exquisitely designed art objects. The class allows students to experiment with hand and power carving tools to discover the qualities of numerous materials and the many possibilities of wood shaping through carving.

FA 120 Drawing (3)

Prerequisite: None

The course explores drawing concepts, techniques and procedures in which perspectives, shades, shadows and drawing elements are emphasized. This course is offered on demand.

FA 154 Painting (3)

Prerequisite: None

This course covers basic studio practices and the principles of design. Various paint media and techniques are

explored. This course is offered on demand.

#### FA 160 Art History (3)

Prerequisite: WRIT 101

This course covers the basic trends in world art history through the ages. The course views art through four components: art history, aesthetics, art production and art criticism. This course is offered on demand.

#### FA 165 American Indian Arts (3)

Prerequisite: None

This course will provide the students with an understanding of the traditional and contemporary arts and crafts of Indian people. Special emphasis will be placed on A'ani nin and Nakoda traditions and culture. Topics covered will include hide tanning, dry meat preparation, sewing, quilting, quill work and the cradle board. This course is offered on demand.

#### FA 291 Creative Writing (3)

Prerequisites: None

This course is for students who wish to experiment with five genres of creative writing: short fiction, flash fiction, poetry, creative nonfiction, and memoir. Using an inquiry model, students will read and discuss published material in each of these genres in order to familiarize them with the rhetorical elements of each and to practice workshop techniques for eventually approaching their own writing. Students will then individually produce material for each genre to submit to the Workshop for discussion. This course is offered on demand.

### **Geography (GEOG)**

#### GEOG 110 Geography (3)

Prerequisite: None

This is an introductory course dealing with the fundamentals of the earth's surface, both physical and cultural

factors. The course covers the nature of geography, map reading and structure, landforms, weather and climate, human impact on the environment, effect of human populations on land, cultural geography, perception of the environment, geography as impacted by political systems, economic geography, natural resources, urban geography, and the concept of regional geography. This class is offered fall semester.

### **Geology (GEOL)**

#### GEOL 101 Intro to Physical Geology (3)

Prerequisite: None

Co-requisite: GEOL L101

General geology including the work of wind, flowing water, glacial ice, gravity, earthquakes, volcanoes and plate tectonics in shaping the earth. This course will be offered fall.

#### GEOL L101 Intro to Physical Geology Lab (1)

Co-requisite: GEOL 101

A series of laboratory and field experiences designed around basic geologic processes and materials. Familiarization with common minerals, rocks, land forms, and structures particular to Fort Belknap Indian Community and Montana.

### **General Studies (GS)**

#### GS 100 Student Government (1)

Prerequisite: None

Students will attend weekly meetings that focus on concerns and interests of the student body. Students will exercise their leadership abilities by becoming familiar with the structure, procedure and activities of the College. It is offered fall and spring semesters.

GS 110 Finding Place (1)  
Niibíí?ín?ó ?ín? áatéhk?i (Aaniiih)  
Oúye Iyégiye (Nakoda)

Prerequisite: None

This mandatory, introductory course taken the first semester will inform students about the resources available on campus and initiate students to knowledge and skills necessary for college success. Providing students personal development in goal setting and fulfillment, time management, study skills, computer competence and financial literacy. This class is offered fall and spring semesters.

## **Health and Physical Education (HLPE)**

HLPE 110 Physical Fitness (2)

Prerequisite: None

The student will be introduced to the benefits of physical fitness and weight training. The student will participate in the physical movement which includes warm up, activity, and cool down periods. The student will also be introduced to a series of weight training programs. This course is offered on demand.

HLPE 117 Golf (1)

Prerequisite: None

This class will introduce students to the game of golf and golf etiquette and rules. This introductory course will teach different stroke play styles, and how to keep score. This course is offered upon demand.

HLPE 125 Water Aerobics (1)

Prerequisite: None

This course covers the basic fundamentals of water aerobics. This course is offered on demand.

HLPE 150 Health and Fitness Harmony (3)

Prerequisite: None

An introduction to the concepts and principles of health, fitness, and nutrition for persons of diverse backgrounds and varying levels of educational preparation. Students will be involved in personal health/nutritional status and will devise a personal fitness plan. A physical component will accompany the lecture, which will include: weight training, cardiovascular fitness, swimming, and walking. This course is offered on demand.

HLPE 170 Nurse Aide (8)

Prerequisite: none

This course provides clinical and practical instruction of basic nursing skills required of nursing assistants employed in skilled nursing facilities and extended care facilities. The course emphasizes care of older and disabled individuals in the community, assistance with activities of daily living such as bathing, dressing, exercise movement, eating, elimination, safety measures, and rehabilitation techniques. Emphasis and attention will be given to providing quality assistive care with respect to culture and community needs. This course meets State of Montana criteria to qualify student to sit for the Nurse Aide Exam ("CNA exam").

HLPE 221 Human Nutrition/Wellness (3)

Prerequisite: BIOL 151

The basic concepts of human nutrition are covered in this class which includes carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism, and energy utilization as they relate to health and food consumption at different stages of the life cycle. This class is intended for non-science majors. The wellness component will emphasize traditional

American Indian life ways. This course is offered on demand.

HLPE 235 Principles of Health and Substance Abuse (3)

Prerequisite: HMS 110

This class looks at the psychological and social aspects of health and includes: school bus safety, wellness, the structures of the body, chronic and acute disease, alcohol abuse, tobacco usage, drug abuse, reproduction, safety, and death and dying. This course is offered on demand.

## **History (HIST)**

HIST 180 American History

Prerequisite: None

Surveys American history from the establishment of the colonies to the end of the Reconstruction period after the Civil War. Includes such topics as discovery, colonization, American Revolution, establishment of the Constitution, foreign affairs, westward expansion, slavery, sectionalism, Civil War, and reconstruction. Particular attention is paid to the social, economic, political, religious and cultural issues which shape the world today.

HIST 160 History of North American Indians (3)

Prerequisite: None

This course is a study of the history of American Indians from Pre-Columbian times to the present. This course provides background information on the extent and diversity of North American cultural groups in North America. Languages, geographic locations of cultural groups, material, spiritual and artistic cultures will be included in this course. This course is offered on demand.

HIST 170 History of the Westward Movement (3)

Prerequisite: None

This course is a study of social, political, economic and cultural aspects of American westward expansion from the Mississippi River to the west coast. The course provides a historical overview of post contact with American Indian and non-Indian relations and their effects on the American Indian cultures. The migration of European cultures to the continents of America and the acculturation of those cultures. This course is offered on demand.

HIST 175 History of Western Civilization (3)

Prerequisite: None

This course will describe major developments in the Middle Eastern and Western civilizations from the earliest beginnings to the end of the Middle Ages and the opening of the Renaissance. It covers up to the 1300's. This course is offered on demand.

HIST 210 Montana History (3)

Prerequisite: None

A study of the major political, social, cultural, and economic developments that have contributed to the formation of Montana and to Montana's place within the region, the nation, and the world, from prehistoric times to the present. This course is offered on demand.

## **Human Services (HMS)**

HMS 201 Survey of Human Services (3)

Prerequisite: None

This course presents an orientation to the general field of human services as a helping profession, academic discipline, and public social service. It includes fundamental information regarding the historical and contemporary development of human services. This

course also prepares students for transition to other cultures. This course is offered fall semester.

### HMS 205 Principles of Counseling and Group Theory (3)

Prerequisite: None

This course develops an understanding of group process, provides an introduction to conducting interviews and skills in the helping process, and emphasizes group membership skills for rehabilitation clients. This course is offered fall semester.

### HMS 210 Assessment and Case Management (3)

Prerequisite: HMS 201

This course focuses on case management skills including screening, intake, orientation, assessment, treatment planning, counseling, client referral, follow-up, consultation, termination, and so forth. Students will learn the process of managing client caseloads from a professional and procedural perspective. This course is cross-listed with CAS 250. This course is offered every other fall semester.

### HMS 235 Introduction to Counseling (3)

Prerequisite: None

This course is designed to provide an overview of counseling theories and the fundamental skills of counseling. It will also provide understanding for cultural differences of the ethnic diversity in America from the viewpoint of the indigenous peoples. This course is offered fall semester. This course is cross listed with PSYX 278 Introduction to Clinical Psychology.

### HMS 250 Crisis Intervention and Interviewing (3)

Prerequisite: HMS 201

This course provides the foundation for assessing and treating clients in crisis. Students will learn the signs of acute stress reactions and PTSD in adults and

children, as well as learn different approaches for working with various crisis situations, such as sexual assault, addiction, suicide/homicide, child abuse, domestic violence, and loss/bereavement. Appropriate clinical assessment procedures and referral procedures will be addressed. Students will also learn the importance of self-care in preventing vicarious traumatization. This course is offered every other spring semester.

### HMS 279 Legal, Ethical and Professional issues in the Human Services (3)

Prerequisite: None

This course presents a review of the current and historical legal decisions which affect client rights and service provisions. Students are exposed to various professional standards in Human Services. Similarly, legal and professional issues, such as confidentiality, dual relationships, bartering, duty to protect, and privileged communication are discussed. This course is offered spring semester. This course is cross-listed with CAS 266.

### HMS 285 Behavior Pharmacology and Human Services (3)

Prerequisite: None

This course provides an introduction to the conceptual issues and methods of behavioral analysis of drug action and effect upon personality and behavior. This course examines issues of psychopharmacology and the diagnostic, behavioral and social rational for the application of chemical therapy. This course examines the complexity of drug analysis and explains the multifaceted analytical procedure that has been developed in response to the prescription of behavior changing medicine. This course is offered spring semester



HMS 287 Professional Seminar in the Human Services (1)

Prerequisite: None

This course provides an academic and supportive environment for students to discuss their field experiences and investigate topics pertinent to human services and an agency setting. This course is offered spring semester or by instructor approval.

HMS 298 Cooperative

Education/Internship Experience in the Human Services (3)

Prerequisite: Instructor approval

This course provides students with an initial supervised agency field experience in the human services designed to facilitate the information necessary to explore and formulate individual interests, abilities and educational goals relative to the field and practice of human services. This course is offered spring semester or by instructor approval.

## **Humanities (HUM)**

HUM 101 Introduction to Humanities (3)

Prerequisite: None

This course explores selected pieces of cultural legacy of the world. Students study and respond to stories, poetry, paintings, sculptures, music, films, and histories. The class seeks to call forth both questions and insights into the human condition. This course is offered on demand.

## **Literature (LIT)**

LIT 110 Introduction to Literature (3)

Prerequisite: WRIT 101

This course offers exposure to a varied selection of fiction (short stories, novels, poetry, and drama). Upon completion of this course, a student will be able to read, discuss, and evaluate literary texts from various genres; employ literary

terminology in written or oral assignments; describe the critical and cultural significance of literature; and write critically and/or imaginatively about literature. This class is offered spring semester.

LIT 230 World Literature Survey (3)

Prerequisite: WRIT 101

In this survey course, students will read, write, analyze, and evaluate a variety of works from authors of diverse cultures. Students will analyze literature from a comparative perspective and describe the impact of diverse literatures on culture and history and vice versa. This class is offered on demand.

LIT 282 Children's and Young Adult Literature

Prerequisite: WRIT 101

Students will analyze a variety of children's and adolescents literature within the context of critical scholarship; contextualize children's and adolescent literature with its cultural and historical milieu; develop an understanding of the role of children's and adolescent literature within the literary tradition; and write critically about key issues in literature for children and adolescents. This class is offered on demand.

LIT 289 American Indian Literature (3)

Prerequisite: WRIT 201

This course is a comparative survey of short stories, novels, poetry, and drama by contemporary American Indian writers alongside traditional songs, legends, and myths recorded from various oral traditions. Additionally, some regional authors will be part of the curriculum. Students will learn basic critical approaches to understand literary texts. This class is offered on demand.

LIT 291 Young Adult Literature  
Featuring Native American Protagonists  
(3)

Prerequisite: None

This course is designed for Education, American Indian Studies, and Liberal Arts majors as well as other individuals interested in adolescent literature and in the literary portrayal of American Indian youth. Through this course, students will gain knowledge and appreciation of young adult literature and will critically examine literary portrayals of American Indian and Native American youth. Students will engage in literature circles, book talks, and large and small group discussions as they respond to and reflect upon their reading. This course is offered upon demand.

### **Liberal Studies (LS)**

LA 290 Liberal Arts Capstone (1)

Prerequisite: Advisor's Approval

This course is designed for students to reflect on their accumulated knowledge, skills, and dispositions acquired during the course of their program. It will be taken by students enrolled in the last semester of course work for the Liberal Arts degree program. This class is offered spring semester on demand.

### **Mathematics (M)**

M 085 Pre-algebra (Developmental) (3)

Prerequisite: Placement Scores

The course enables students to develop foundational pre-algebra math skills and concepts in preparation for college level mathematics. This class is offered fall and spring semesters.

M 096 Math for Success (3)

Prerequisite: M 085 or Placement Scores

This course is recommended to prepare a student for college algebra. Topics covered include variable expressions,

equations, inequalities, polynomials, factoring, laws of exponents and graphing linear equations. Computational skills and problem solving are emphasized. This course is offered fall and spring semesters.

M 101 Technical Mathematics (2)

Prerequisite: None

In this course students will develop the foundational mathematical skills associated with the technical fields such as welding and carpentry. Skills learned in this course will be applied throughout other program courses. This course is offered fall and spring semesters.

M 121 College Algebra (4)

Prerequisite: M096 or Placement Test

This course covers a variety of topics including: real and complex numbers, functions, graphing techniques, linear, quadratic, polynomial and exponential and logarithmic functions. This course is offered fall and spring semesters.

M 122 College Trigonometry (3)

Prerequisite: M 121

This course provides a comprehensive overview of college level trigonometry and preparation for calculus. Topics include: trigonometric and inverse functions, trigonometric identities and equations, vector properties, the trigonometric form of complex numbers, exponential and logarithmic functions, polar graphing and conic sections. This class is offered on demand.

M 130 Math for Elementary Teachers I  
(3)

Prerequisite: M 121 or Placement Score

This course provides familiarity with mathematical concepts needed for teaching in elementary schools. Emphasis will be on problem solving, sets, whole numbers, numerations and number theory, fractions and decimals, integers and rational numbers with and

introduction to algebra. Concepts are learned through a combination of hands-on activities and explorations. This course is the first of two that continues all year. This course is offered fall semester.

### M 131 Math for Elementary Teachers II (3)

Prerequisite: M130

This course provides familiarity with mathematical concepts needed for teaching in elementary schools. Topics for this class include statistics, probability, geometric shapes, measurements, triangle congruence and similarity, geometry using coordinates and transformations. Concepts are learned through a combination of hands-on activities and explorations. This course is offered spring semester.

### M 171 Calculus and Analytic Geometry I (4)

Prerequisites: M 121 and M 122

This is the first of a two-semester sequence of calculus courses. This course introduces the concepts of differential calculus and analytic geometry. Topics include: limits, continuity, tangent and derivatives, implicit differentiation, linear approximation, Mean Value Theorem, maxima and minima, curve sketching, antiderivatives, integrals of continuous functions and the Fundamental Theorem of Integral Calculus. This course is offered on demand.

### M 172 Calculus and Analytic Geometry II (4)

Prerequisite: M 171

This is the second course of the two-semester calculus sequence. This course introduces to the various methods of integration, application of the integrals, derivatives and integrals of exponential, logarithmic and inverse circular function, L'Hopital's rule,

Taylor's theorem, infinite sequences and series, parametric equations, polar coordinates and conic sections.

## **Natural Resources (NRS)**

### NRS 101 Natural Resource Issues (1)

Through seminars that feature guest speakers and lectures students will look into current resource issues and controversies in depth. This course is offered fall semester.

### NRS 105 Natural Resource Management (3)

Prerequisite: None

This course introduces natural resources, traditional systems of resource management, problems associated with resource "ownership," principles and practices of management related to local, resource management, resource analysis, and the issues and conflicts surrounding resource management. It will also look at interaction of natural resources that are also culturally relevant as cultural resources. This course is offered on demand.

### NRS 110 Introduction to Soils (3)

Prerequisite: None

This class covers soil and its use as a component of the ecosystem's physical, chemical and biological properties, water, geologic parent materials, classification, nutrient cycling, holistic and sustainable management, land resource inventory and planning, environmental quality. This course is offered on demand.

### NRS 115 Principles of Forestry (3)

Prerequisite: None

This class looks at the history of forestry, ecology, multiple use concepts, and forestry practices on national forests. It addresses forest management, conservation, wildfire, and

careers in forestry. This course is offered upon demand.

### NRS 120 Introduction to Water and Wastewater (3)

Prerequisite: None

This course is an introduction to drinking water and wastewater treatment systems. Course topics include treatment plant layout, process control, distribution and collection systems, federal and state regulations, facultative lagoons, industrial treatment, and laboratory procedures. This course is offered spring semester.

### NRS 130 Principles of Water Resources (3)

Prerequisite: None

An overview of water resources with emphasis on the water cycle is provided in this class. The main course topics include flowing and standing water systems. This course is offered fall semester.

### NRS 200 Range Management (3)

Prerequisite: BIOB 160/L160

This course will emphasize the effects of grazing on vegetation, soils and water, and management techniques to maximize production while maintaining rangeland conditions. This course is offered upon demand.

### NRS 205 Treaty Rights and Water Laws (3)

Prerequisite: None

Students will learn about the unique trust responsibilities that the federal government maintains with tribal nations. Students will also learn about the Winters decision and how this court case has affected water rights and allocation in the western United States. Student will study in-depth the Fort Belknap Water Compact and its implications on water resources as well

as socioeconomic implications. This course is offered on demand.

### NRS 210 Introduction to Geographic Information Systems [GIS]/Global Positioning Systems [GPS] (3)

Prerequisite: Instructor Approval

This class will be a hands on computer use class for students to learn the fundamental concepts of the GIS (Geographic Information Systems) systems and GPS (Global Positioning System). Students will incorporate hand-held GPS units into everyday uses that the students can use in many different fields. The course will focus on demonstrating the capabilities of the ESRI Arc View GIS software package. This course is offered fall semester.

### NRS 211 Advanced GIS/GPS (3)

Prerequisite: NRS 210

The focus of this course involves the use of ArcView to create, browse, analyze and manage land information systems using various sources of information including digital mapping and satellite imagery. Topics covered include: projections, datum, image registration, GRIP analysis, clipping, overlay, proximity analysis, slope, aspect, drainage, modeling, linking and joining attribute data. This course is offered upon demand.

### NRS 222 Fish/Wildlife Management (3)

Prerequisite: NRS 105

This course is an application of principles of animal and plant ecology. It will also include the theory and practice of contemporary fish and wildlife management. This course also takes a historical look at wildlife management practices in the United States. This course is offered upon demand.

**NRS 225 Restoration Ecology (3)**  
Prerequisite: BIOB 160/L160  
This is an examination of human impacts on the world's biological resources and ecosystems. Case studies of restoration of ecosystems damaged by conversion to human use will be emphasized. Particular emphasis will be placed on damaged ecosystems of Indian lands, using the Zortman/Landusky debate as a model. This course is offered upon demand.

**NRS 235 HAZWOPER**  
Prerequisite: None  
This course covers broad issues pertaining to the hazard recognition at work sites. OSHA has developed the HAZWOPER program to protect the workers working at hazardous sites and devised extensive regulations to ensure their safety and health. This course, while identifying different types of hazards, also suggests possible precautions and protective measures to reduce or eliminate hazards at the work place.

**NRS 240 Water Quality Practicum (3)**  
Prerequisite: NRS 120 or Instructor Approval  
This course is for students interested in water and how it affects their life. Students will learn about State, Federal, and Tribal water standards. Students will be able to do field and analytical water techniques according to Environmental Protection Agency (EPA) protocol. This course is offered on demand.

**NRS 253 Hazardous Materials**  
Prerequisite: None  
Hazardous Material Awareness Level Trained Personnel are trained to identify the potential hazards of hazardous materials and isolate or evacuate the area as necessary. If there is a potential for exposures to hazardous materials,

OSHA requires workers to receive Hazardous Material Awareness Training under 29 CFR 1910.120 annually. This course is offered on demand.

## **Nutrition (NUTR)**

**NUTR 221 Basic Human Nutrition (3)**  
Prerequisite: BIOB 160/L160 or Instructor Approval  
This course is designed for Allied Health and Pre-nursing students as well as those students interested in pursuing a healthy lifestyle. The interrelationships among nutrition, food and health status are explored through critical thinking. An emphasis will be placed on aspects of human nutrition involving carbohydrates, lipids, proteins, vitamins, minerals, absorption, digestion, metabolism and energy utilization as they relate to health and food consumption throughout development and at different stages of the life cycle. Knowledge of exercise science, contemporary research and mathematics as related to human nutrition will be investigated by hands on activities. The appropriate uses of diet therapy in restoring and maintaining health and wellness in the medical environment are a strong focus of the course. Students will be able to integrate their learning into the larger American Indian paradigm as it relates to nutrition and wellness. This course is offered on demand.

## **Nursing (NRSG)**

**NRSG 115 Nursing as a Profession (2)**  
Prerequisite: None  
The purpose of this course is to initiate and foster the professional socialization process. Content and activities expose students to issues surrounding the profession of nursing, multiple roles of nursing in society and health care, and concepts related to the dimensions of

nursing practice: nurse, client, health and environment. This course is offered Spring Semester.

#### NRSB 135 Nursing Pharmacology (3)

##### Prerequisite:

Through caring, communication, professionalism, critical thinking, and critical judgment, students learn a structured systematic approach to the study of drug therapy. Medications are studied according to drug classes and therapeutic families. Students will learn to apply the nursing process to drug therapy with an emphasis on accessing relevant information to ensure client safety.

#### NRSB 130 Fundamentals of Nursing w/Lab (7) (4 lecture/3 lab)

##### Prerequisite:

This course introduces learners to the clinical skills essential for the nursing role. It also includes complex concepts and behaviors of nursing roles within the context of the nursing process, holistic care, and health care. The course emphasizes the theoretical and practical concepts of nursing skills required to meet the needs of clients in a variety of settings.

#### NRSB 138 Nursing Gerontology (2)

##### Prerequisite:

This course introduces the student to the skills and knowledge needed to provide nursing care to aging clients. Topics explored include current trends (including legal and ethical issues) in gerontological nursing; developing stages and transitions associated with aging; expected aging related physiological changes and assessment findings; recognition and management of acute and chronic illnesses that commonly occur in the older adult population; promotion of health for the older adult client; and end-of-life issues and care.

#### NRSB 140 Core Concepts of Adult Nursing (6) (3 lecture/3 clinical)

##### Prerequisite:

This course prepares the student to care for clients experiencing common, well-defined health alterations in settings where stable clients are anticipated. Students are introduced to standardized nursing procedures and customary nursing and collaborative therapeutic modalities. The following body systems will be addressed: neurological, cardiac, respiratory, renal/urological, gastrointestinal, musculoskeletal, endocrine, reproductive, integumentary, sensory, and hematological. The topics of pre-operative care, pain, infection/immunity, and cancer will be addressed. Additionally, recognition and emergent treatment of rapidly changing conditions will be introduced.

#### NRSB 142 Core Concepts of Maternal/Child Nursing (3)

(2 lecture/1 clinical)

##### Prerequisite:

Emphasizing caring, communication, professionalism, and critical thinking, the course provides information about fetal development and prenatal and postnatal care of the mother and newborn. Role of the nurse in meeting the needs of the family is emphasized. Clinical application of care for the mother and newborn will allow the student to demonstrate acquired knowledge. The course also includes growth and development patterns as well as care of the well and sick child. The clinical component of this course includes experience in maternal and pediatric nursing.

#### NRSB 252 Complex Care of the Maternal/Child Client (3)

##### Prerequisite:

This course presents concepts and principles related to the registered nurse

providing nursing care for childbearing families and children who experience complex alterations in the functional dimensions of health. Focus is on the use of the nursing process in assessment and application of advanced concepts in the care of the childbearing family, or a child with more complex health care problems from birth through adolescence. The course will explore special needs and complications during the perinatal experience, and altered functioning, special needs and disease processes manifested in children.

**NRS 254 Complex Care of the Mental Health Client (2)**

**Prerequisite:**

This course explores physiological, psychological, sociocultural, spiritual, and environmental factors associated with Mental Health/Illness affecting individuals and families across the lifespan. Focus will be placed on basic concepts of psychiatric nursing, therapeutic modalities, as well as psychiatric disorders including psychopharmacological management. Through the implementation of the nursing process, students will formulate a plan of care for an individual who has been diagnosed and treated for a mental illness.

**NRS 256 Pathophysiology (3)**

**Prerequisite:**

This course will introduce the student to the basic principles and processes of Pathophysiology including cellular communication, genes and genetic disease, forms of cellular injury, fluid and electrolyte/acid base balance, immunity, stress coping and illness, and tumor biology. Pathophysiology of the most common alterations according to body system will also be discussed as well as the latest developments in research related to each area.

**NRS 262 Complex Care of the Adult Client (5) (3 lecture/2 clinical)**

**Prerequisite:**

This course prepares the student to provide nursing care to adult clients experiencing acutely changing conditions in settings where outcome is less predictable.

Emphasis is placed on the nurse's response to emergent/life-threatening/rapidly changing conditions. Topics covered include collaborative therapeutic modalities related to acute/complex neurological, cardiac, respiratory, hematological, endocrinologic events, shock, sepsis/SIRS, complex burns, etc.

**NRS 265 Advanced Clinical Skills w/Lab (1)**

**Prerequisite:**

This course prepares the student to carry out complex nursing interventions across the lifespan. Topics covered include IV therapies such as central venous therapy, parenteral nutrition, IV medication administration, complex IV infusions, blood/blood product administrations, advanced airway/ventilator support, wound care, laboratory values, complex gastrointestinal problems, arrhythmia identification, mobility issues, disaster preparedness, and palliative care.

**NRS 266 Managing Client Care (4) (2 lecture/2 clinical)**

**Prerequisite:**

This course covers topics related to integrating nursing care of individual clients and groups of clients as well as basic principles related to leadership and management in nursing. Topics include effective communication techniques in the employment setting; role differentiation among care providers; organization and prioritization; delegation, supervision,

management of health care resources, legal and ethical issues, values clarification, conflict resolution, and consensus building. The course requires students to integrate knowledge and skills learned from other nursing courses and help them transition from the role of student to that of a Registered Nurse. Licensure exam (NCLEX-RN) preparation and process are also included as a component of the course. The preceptor-based clinical component allows the student to function in the role of a registered nurse while working one-on-one with a designated RN preceptor.

**NRS 298 NCLEX Preparation (1)**  
Prerequisite: Instructor Approval

**NRS 299 Nursing Success (1-4)**  
Prerequisite: Instructor Approval  
This course assists students with examination and application of topics that will contribute to success in both nursing school and the National Council Licensure Examination (NCLEX) and in developing a professional identity as a nurse. Students will engage in research, further develop writing and study skills, begin to address NCLEX preparation and consider various abilities and learning styles that will impact success in the Associate Degree in Nursing Program. This course is offered on demand.

## **Philosophy (PHIL)**

**PHIL 110 Introduction to Religious Thought (3)**  
Prerequisite: WRIT 101  
This course will introduce students to key concepts and ideas from various religious traditions around the world. These concepts and ideas will be explored by examining (1) the historical and cultural contexts out of which they emerged and in through which they are

expressed, and (2) the meaning and significance these ideas hold for men and women participating in the various traditions. Students will not only acquire knowledge of the beliefs and practices associated with various religious traditions; they will also be encouraged to develop the imaginative sympathy and appreciative understanding necessary for a meaningful study of human religiousness. This course is offered on demand.

## **Physics (PHSX)**

**PHSX 205 College Physics I (3)**  
Prerequisite: M 121 or M 122  
This is the first course of a two-semester algebra-based sequence dealing with the basic principles of physics. Topics include: kinematics and dynamics of linear and rotational motion, work and energy, impulse and momentum, gravitation, simple harmonic motion and fluids. This course is offered on demand.

**PHSX L205 College Physics I Lab (1)**  
Prerequisite: M 122  
Co-requisite: PHSX 205  
This is the first semester laboratory component to be taken concurrently with PHSX 205 as a co-requisite. Laboratory experiments will be conducted to explore the basic concepts covered in the lecture. Lab activities will focus on measurement and data collection on various topics such as linear measurement, uniformly accelerated motion, measurement of acceleration due to gravity, addition and resolution of vectors, Newton's laws of motion, static and kinetic friction, centripetal force, principles of conservation of energy and momentum, translational and rotational equilibrium, simple pendulum and Archimedes Principle. Students in this course will use the air-track machine as well as a variety of



mechanical devices and computer interfaces to accumulate data.

### PHSX 207 College Physics II (3)

Prerequisite: PHSX 205

This is the second course of the two-semester college physics sequence.

Topics include: electric forces and fields, dc electric circuits, magnetic forces and fields, electromagnetic induction, waves, optics, and modern physics. This course is offered on demand.

### PHSX L207 College Physics II Lab (1)

Prerequisite: PHSX 205/PHSX L205

Co-requisite: PHSX 205

This is the second semester laboratory component to be taken concurrently with PHSX 207 as a co-requisite. Laboratory experiments will be conducted to explore the concepts from various topics covered in static and current electricity, magnetism, waves and optics. Students in this course will make use of various electrical and electronic equipment, circuit boards, magnets, mirrors, lenses, prisms and other optical equipment to accumulate data.

## Physical Fitness (PE)

### PE 120 Men's Basketball (3)

Prerequisite: None

This course covers the basic fundamentals of basketball and is offered on demand.

### PE 121 Women's Basketball (3)

Prerequisite: None

This course covers the basic fundamentals of basketball and is offered on demand.

## Political Science (POL)

### POL 134 American Government (3)

Prerequisite: None

This class examines the Federal Republic and the political structure and systems in the United States. The focus

is on the U.S. Constitutional structure, the operations of the various branches of the government and their responsibilities in maintaining checks-and-balances within the political system. Students also look at the impact of the present political system on the election process and the past, present, and possible future outcomes. The class will study the impact of U.S. domestic policy on global concerns. This course is offered on demand.

## Psychology (PSYX)

### PSYX 100 Intro to Psychology (3)

Prerequisite: None

This course presents an overview of the psychological functioning of the individual, including such topics as the biological bases of behavior, learning, cognition, motivation, developmental and social processes, psychological disorders and their treatment. This course also provides discussions about cultural differences in psychology. This class is offered both fall and spring semesters.

### PSYX 222 Psychological Statistics (3)

Prerequisite: None

This course introduces the principles of psychological research and their applications to the analysis and statistical interpretation of the experimental data. This course is offered spring semester.

### PSYX 223 Research Design & Analysis I (3)

Prerequisite: None

This course provides an opportunity for the student to learn about design, control and measurement techniques through actual construction and implementation of a research plan. This course includes laboratory exercises related to topics discussed. Lab is

required. This course is offered spring semester.

**PSYX L223 Research Design & Analysis Lab (1)**

Prerequisite: None

Co-requisite: PSYX 223

Students will use a hands-on approach to learn the process of creating a study. Topics will include the literature review, the component parts of a good questionnaire, gathering and analyzing data, negotiating the IRB and writing up findings.

**PSYX 230 Developmental Psychology (3)**

Prerequisite: PSYX 100

This course explores prenatal development and physical, linguistic, cognitive and social/emotional development from infancy through adolescence. This course also covers cultural aspects of development. This course is offered fall semester.

**PSYX 231 Human Relations (3)**

Prerequisite: None

This course considers the psychological nature of interpersonal relationships, including nonverbal communication, defensiveness, anger, empathy, feedback, listening, and conflict. This course discusses the various cultural differences in communications and the social structures surrounding them. This course is offered fall semester.

**PSYX 240 Abnormal Psychology (3)**

Prerequisite: PSYX 100

This course covers the various categories of mental disorders, as classified in the Diagnostic and Statistical Manual of Mental Disorders. For each disorder, information about features, causes, and treatments is examined. This course is offered spring semester.

**PSYX 270 Psychology of Learning (3)**

Prerequisite: PSYX 100

This course explores certain basic facts and principles of learning, motivation and memory as well as covers their historical and theoretical backgrounds. The laboratory exercises demonstrate learning motivation and memory processes. A Lab is required. This course is offered spring semester.

**PSYX L270 Psychology of Learning Lab (1)**

Prerequisite: PSYX 100

Co-requisite: PSYX 270

An introduction to learning theory with an emphasis on brain based research, this course focuses on learner-centered understanding and brain processing while providing an orientation to the field of education. To make decisions about instruction, classroom management, and assessment practices, students will learn the psychological theories, concepts, and principles for cultivating the conditions most likely to motivate young people to master important knowledge and skills. This course is offered Spring Semester.

**PSYX 278 Intro to Clinical Psychology (3)**

Prerequisite: PSYX 100

This course surveys the major approaches to psychotherapy with emphasis on theoretical foundations. The course also addresses the issues of treatment efficacy, common factors, eclecticism and current controversies. The course also discusses the cultural aspects of clinical psychology. This course is offered fall semester. This course is cross listed with HMS 235 Introduction to Counseling.

**PSYX 298 Cooperative Ed/Internship (3)**

Prerequisite: PSYX 100

This course provides college credit for a sophomore work experience in the area of psychology supervised by faculty. A

learning agreement must be completed prior to registration. This course is offered on demand.

### PSYX 299 Special Topics (3)

Prerequisite: Instructor Approval

This course provides college credit for a sophomore work experience in the area of psychology supervised by faculty. A learning agreement must be completed prior to registration. This course is offered spring semester.

## Theater (THTR)

### THE 101 American Indian Plays and Actors' Workshop (3)

Prerequisite: None

This is an introductory course designed in three modules. In the first one, students will have an introduction to the history of contemporary American Indian Theater, and they will explore exemplary plays and the employed methodology of award-winning playwrights by reading and discussing them. Then, they will experience hands-on the craft of playwriting. Finally, using the Stanislavski method of acting, students will develop in their roles to create wholly-realized characters. At the completion of this course, students will have composed fully realized 10 minute plays that are ready for both staged readings (reader's theatre) and full theatrical productions. This class is offered on demand.

## Sociology (SOCL)

### SOCL 100 Intro to Sociology (3)

Prerequisite: None

This course is an overview of social issues concerning equality, deviance, sports, capital punishment, information control and the media. Group life, culture and social interaction are covered as they relate to human

behavior both socially and scientifically. This course is offered spring semester.

### SOCL 176 Race and Gender (3)

Prerequisites: None

This class examines the social processes seen between various minority groups and mainstream culture in the United States, with a focus on the dynamics of oppression and the interface between race, gender, ethnicity, class, and religion. The discussion will include the role of American Indians as political entities in relationship to minority groups and mainstream culture as well. Some attention will also be devoted to various nationality groups that suffered severe prejudice and discrimination during earlier decades of American history. This class is offered fall semester.

### SOCL 205 Native Americans in Contemporary Society (3)

Prerequisite:

This course examines the contemporary American Indian problem areas in relation to the process of colonization and historical procedures. Contemporary education as compared to traditional American Indian Education is also discussed. Solutions for problems are examined and discussed as components of decolonization and historical knowledge. Applications of knowledge ways are processed into the contemporary issues of the American Indian. This course is offered spring semester.

## Statistics (STAT)

### STAT 216 Introduction to Statistics (3)

Prerequisite: M 121

Cross Listed: PSYX 222 Psychology Statistics

This course will enable the students to use the general concepts of statistical inference in their individual fields of

study. Topics covered include: fundamental concepts and definitions, linear regression, sampling techniques, measures of central tendency, variation, and position, probability and probability distributions, confidence intervals, hypothesis testing, correlation, linear regression, and chi-square tests. This course is offered fall and spring semesters.

#### STAT 225 Bio-Medical Statistics (3)

Prerequisite: M 121 or consent of instructor

This course presents the basic concepts of statistics and recognizes that students must be aware of when to use standard statistical techniques and how to apply the results they obtain. The emphasis is on descriptive statistics, correlation and analysis of variance, regression analysis and those parametric and non-parametric measurements especially relevant to the biological world or the allied health sciences, various computer software programs are used extensively. This course is offered on demand.

### **Welding (WLD)**

#### WLD 101 Welding Theory (2)

Prerequisite: None

This course introduces metallurgy and other welding processes such as gas tungsten arc welding, gas metal arc welding and flu core arc welding.

#### WLD 102 Shielded Metal Arc Welding/Structural (3)

Prerequisite: None

Instruction on operation of AC and DC power sources, welding polarities, heats and electrodes for use in joining various metal alloys by the arc welding process. Students will prepare a number of different joint configurations used in industry. Welds will be made with

several different electrodes using the Shielded Metal Arc welding equipment.

#### WLD 104 Blueprint Reading (2)

Prerequisite: None

This course provides instruction in the fundamentals of reading and interpreting blueprints. A student learns to interpret and apply welding symbols along with identifying proper assembly procedures.

#### WLD 114 MIG Welding (3)

Prerequisite: None

This program provides the opportunity for classroom supported, hands on training to assist participants in gaining the real world MIG welding skills employers demand. The instructor will provide lectures, demonstrations, and printed materials to increase the participant's knowledge and skills to safely use gas metal arc welding (GMAW).

#### WLD 115 TIG Welding (3)

Prerequisite: None

Students will learn to weld using TIG (Tungsten Inert Gas). This is a more precise welding used on aluminum, stainless steel and mild steel.

#### WLD 117 Welding Practicum (3)

Prerequisite: None

Welding basics will be covered in these hands on intensive workshop for beginners. This class will offer both an explanation and demonstration of welding process and technique. Processes covered will be Oxy-Acetylene cutting, MIG, plasma cutting, and some basic cold working equipment.

#### WLD 120 Maintenance Welding (3)

Prerequisite: None

This course is designed to instruct the student in the theory and practice of maintenance welding. Subjects discussed include equipment selection, filler metal selection, metallurgy

preventative maintenance techniques to increase mean time between failures, and failure analysis. Laboratory practice will include instruction in stick, oxyacetylene, metal inert gas welding, tungsten inert gas welding, and low temperature joining.

**WLD 121 Structural Steel Welding (2)**

Prerequisite: None

The course will provide an advanced understanding of the shielded metal arc welding process and equipment along with the key variables that affect the quality of welds, the role of the welder in visual inspection and quality control, and other advanced topics based on the skills of the student.

**WLD 180 Welding Certification (3)**

Prerequisite: Instructor Approval

**WLD 199 & FA 110 (3)**

Prerequisite: None

The course is designed to provide the students with information and demonstration of safety, ppe (personal protection equipment), and injury prevention. It will provide basics in metal manipulation, basic welding techniques, and cutting with gas torch and plasma to make various shapes and textures. Skills learned will be used to make project of student choice. This class is offered on demand.

**WLD 205 Advanced Welding and Machining (3)**

Prerequisite: None

Students will learn the basics in being a machinist. Examples are turning, boring, knurling, press fits, tapers and reading a micrometer and caliper. All these functions are taught with the use of a mill, lathe and drill press. This class is offered fall and spring semester.

**WLD 225 Ornamental Iron (3)**

Prerequisite: None

This course focuses on ornamental ironwork which consists of jig work, hand rails, gates, fencing and fine metal work. Student will be required to use all previous courses to create a final project. This class is offered fall and spring semester.

**WLD 253 CNC Plasma Table (3)**

Prerequisite: None

This course demonstrates the use of programming and use of numerical controls to operate a plasma cutting machine to make parts, signs, shapes, letters and images on varies thicknesses of steel up to  $\frac{3}{4}$ " of an inch. This class is offered fall and spring semester.

**WLD 260 Repair and Maintenance Welding (3)**

Prerequisite: None

This course teaches students how to use different welding processes for repair or maintenance purposes. These processes include build ups, multi passes and hard facing. This class is offered fall and spring semester.

**WLD 280 Welding Certification II**

Prerequisite: Instructor Approval

**WLD 298 Field Experience (10)**

Prerequisite: Instructor Approval

This course is an introduction to the welding and fabrication field. Students will display all skills and knowledge by completing field, shop and manufacturing work. This class is offered spring semester.

**Writing (WRIT)**

**WRIT 101 College Writing I (3)**

Prerequisite: Placement Test

Through a variety of writing modalities, students learn and practice the fundamentals of quality argumentation and research writing. Focus will be on

demonstrating an understanding of research as a process of gathering, evaluating, analyzing, and synthesizing appropriate primary and secondary sources. Students will integrate their own ideas with those of others and will develop and organize logical thoughts as a means of building evidence that result in a persuasive argument. Through a series of writing, reading, and usage exercises, they will also learn how to edit their own work and that of their peers. All writing practiced in this course prepares students for the multifaceted demands of academic writing they will face in College Writing II. This class is offered both fall and spring semester.

WRIT 111 Technical Communications (2)  
This course provides a comprehensive study of technical and professional communication in written/oral form. Students will learn how to effectively communicate, concisely, and convincingly through oral/written communication. Students will develop the ability to analyze communication situations and implement problem-solving strategies in written or oral presentations. This course is offered spring semester.

WRIT 113 Technical Communications (2)  
Prerequisite: Compass or Instructor Approval  
This course provides a comprehensive study of technical and professional communication in written/oral form. Students will learn how to effectively

communicate, concisely, and convincingly through oral/written communication. Students will develop the ability to analyze communication needed for work-place situations and implement problem-solving strategies in various written formats. Students homework will provide exposure and practical experience in writing communications typical of science, math, engineering and technological careers, especially water and wastewater treatment operations. This course is offered fall semester.

WRIT 122 Intro to Business Writing (3)  
Prerequisite: College Writing I  
Students learn to plan, setup and produce effective letters in mail-able form. The course includes composing a variety of business situation letters regarding sales, office routine, application letters, and personal resumes. There is an emphasis on business presentations, both written and oral. This course is offered spring semester.

WRIT 201 College Writing II (3)  
Prerequisite: College Writing I  
College Writing II is a reading and writing intensive course, which expands on the practice of strategies acquired in College Writing I. Students will use library-research skills, practice ethical documentation, increase information literacy, and participate in class discussions about their writing, so they can edit their own work and that of their peers. This class is offered both fall and spring semester.

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Brad Fox, Desktop Support Specialist  
Will Gray, Jr., Physical Plant Manager  
Gerald Stiffarm, KGVA Station Manager  
Robert Bell, KGVA Radio Program Dir.  
Vacant, KGVA Radio Announcer  
Vacant, Radio Announcer  
Alwayne LaRoque, Maintenance Tech  
Howard Mount, Jr., Custodian  
Joe Cochran, Custodian  
Cindy Weasel, Custodian  
Manny Morales, Greenhouse Manager  
Cheryl Morales, 4H Project Director

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Dixie Brockie, Registrar/Adm Officer  
Danielle Jackson, Research Assistant  
Toma Hoops, Financial Aid Dir  
Tanya Cochran, Financial Aid Assistant  
Bob Parsley, NACTEP Coordinator  
Arlene Gardipee, NACTEP Counselor  
Rochelle Strike, NACTEP Admin  
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Bonnie Bentley, WCLIS Teacher,  
Sara Hawley, WCLIS Teacher,

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