

Cankdeska Cikana Community College is an open admission institution. Open admission means that any person that has graduated from an accredited high school or has successfully completed their GED certificate with state approved scores will be admitted to Cankdeska Cikana Community College. Cankdeska Cikana is an Equal Opportunity Institution and welcomes students of all ages and ethnic backgrounds.

DUAL ENROLLMENT

High school juniors and seniors may apply for admission to take 100 level classes. These students are not seeking dual credit.

DUAL CREDIT

The fifty-fifth legislative assembly of the State of North Dakota passed senate bill number 2033 at the 1997 session. The bill allows juniors and seniors in North Dakota's public schools to take courses offered by an approved post-secondary institution for both high school and post-secondary credit. The program provides students with a greater variety of class offerings and the opportunity to pursue more challenging course work.

ENROLLMENT POLICY FOR DUAL ENROLLMENT AND CREDIT

1. Students must complete an application for enrollment at CCCC.
2. The program will allow students to enroll in only 100 level courses.
3. The students will only be allowed to enroll in a maximum of six credit hours per semester.
4. The students will pay the same fees as a regular student.

Credits do not become official college credits until the student has submitted proof of graduation from high school or completion of GED.

ADMISSION PROCEDURE

Students applying for admission to CCCC must submit the following documentation to the Registrar:

1. Application for Admission.
2. Official high school transcripts or GED certificate.
3. All Indian students must submit an official verification of tribal enrollment to the Registrar.
4. Transfer students must have an official copy of their transcript(s) from previously attended college(s) sent directly to the Registrar's Office at Cankdeska Cikana Community College.
5. Scores for the TABE

TABE TEST

The Learning Center will test all new and transfer students.

Students will be administered the TABE test in English, writing, reading, and math proficiency to determine the proper placement of students in math and English courses. The information derived from the test will be used to assess which courses will be mandatory for the students to assure academic success. The test is utilized as an academic advising instrument only and students will not be denied admission to

the college on the basis of TABE score results. All graduating students must take a post-TABE prior to graduation.

OFFICE OF THE REGISTRAR

The Registrar's Office maintains the following records:

1. Registration/admission forms: CCCC application, degree of Indian blood, high school/college transcripts, release of information, transcript requests, documents relating to deferments, and certificate of achievements.
2. Degree plan.
3. Graduation forms: application for graduation.
4. Permanent Academic Records: semester grade reports, official transcript, and completed add/drop forms.

*A hold will be placed on a student's academic record if all documentation is not in their file at the end of the first semester of enrollment.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights are:

(1)The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the registrar, dean, or head of academic department written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the College official to whom the request was submitted does not maintain the records, that official shall advise the student of the correct official to whom the request should be addressed.

(2)The right to request the amendment of the student's education records that the student believes is inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3)The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is defined as a person employed by the College in an administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a personal or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a

person serving on the Board of Regents; or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4)The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

FAMILY EDUCATION RIGHTS AND PRIVACY ACT OF 1974

In compliance with the Family Education Rights and Privacy Act of 1974 (FERPA), students who are or have been in attendance at Cankdeska Cikana Community College have certain rights to request, inspect, review, and challenge the records maintained by the institution under the provision of the Act. (See back)

Cankdeska Cikana Community College does not permit access to or the release of education records or personally identifiable information contained therein (other than directory information) of students without the student's written consent, other than to officials of the institution and those granted access by the Act.

DIRECTORY INFORMATION:

The following student information is considered Directory Information and is not subject to the above restrictions of public access or release:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Degrees and awards received
10. Most recent previous educational agency or institution attended

Within 14 calendar days after the first day of class, any student at Cankdeska Cikana Community College may inform the Registrar's office that any or all of the directory information relating to that student should not be released or appear in the local directory without that student's consent.

Any student wishing to inspect his/her file must contact the Registrar.

ACADEMIC ADVISEMENT

Each student is assigned an advisor upon enrollment at CCCC. In most cases, the advisor will be an instructor in the student's specific area of study.

The advisor assists in proper course selection to meet curricular requirements and helps students avoid errors in scheduling. However, students have the final responsibility for satisfying the degree requirements for the curriculum chosen and the college's general education requirements.

REGISTRATION PROCEDURES

During registration week, representatives from the Registrar's Office, Financial Aid Office, Business Office, all academic/vocational departments are available for consultation. With the assistance of these individuals, students must complete the following steps in order to register for classes:

RETURNING OR CONTINUING STUDENTS:

1. Obtain registration materials from the Registrar's Office.
2. See Financial Aid Office to arrange for financial assistance. Students are encouraged to complete their financial aid applications prior to enrolling or as soon as possible thereafter.
3. See the Learning Center to arrange for completion of the TABE test if not done previously.
4. Return all registration materials to the Registrar's Office.
5. Consult with Academic/Vocational Advisor in their field of interest or major scholastic area for scheduling assistance and approval.
6. Obtain Student E-Mail Address.
7. Contact the Bookstore and acquire the necessary texts and materials.

NEW STUDENTS

1. Check in at registration table to start registration process.
2. See Financial Aid Office to arrange for financial assistance. Students are encouraged to complete their financial aid applications prior to enrolling or as soon as possible thereafter.
3. See the Learning Center Office to arrange for completion of the Test of Adult Basic Education (TABE) if not done previously.
4. Return all registration materials to the Registrar's Office.
5. Consult with Academic/Vocational Advisor in their field of interest or major scholastic area for scheduling assistance and approval.
6. Obtain Student E-Mail Address.
7. Contact the Bookstore and acquire the necessary texts and materials.
8. Attend new student orientation.

CHANGES IN REGISTRATION

Change of schedule forms may be obtained from the Registrar's office. A student must obtain the signatures of their advisor, the instructor(s) for the course(s), and if dropping

all courses, the Registrar and Financial Aid Director. The student must sign and return the form to the Registrar's Office.

Adding a course(s) must be completed during the first two weeks of classes.

CLASSIFICATION OF STUDENTS

Full-time - A student must enroll in at least 12 credits. Full-time is 12 credits for Summer enrollment.

Part-time - A student enrolled in 11 or less credits. Part-time summer enrollment consists of 6 or less credits.

Freshman - Students who have accumulated less than 30 credits.

Sophomore - Students who have accumulated between 30 to 60 credits.

Non-Degree - Students who are taking classes but are not intending to complete a degree at CCCC. Students enrolling with this status are not eligible for federal financial aid.