



Department of Education

1115 B Street, PO Box 408, Plummer, ID 83851

Phone (208) 686-1800 Fax (208) 686-5804

Dear Applicant:

Please provide the following documents to the Coeur d'Alene Tribe Department of Education, **no later** than April 25th, if you are attending Fall term. Doing so will ensure your application is marked complete. You **MUST** reapply annually thereafter if you are continuing your education.

- | | |
|---|--|
| _____ 1) <u>APPLICATION/RIGHT TO PRIVACY</u>
Form #1 | _____ 8) Copy of your <u>TRIBAL ID OR CERTIFICATE
OF INDIAN BLOOD</u> |
| _____ 2) <u>CDA TRIBE FINANCIAL AID</u> Form #2
(complete and send to college) | _____ 9) College <u>ACCEPTANCE LETTER</u> |
| _____ 3) <u>STUDENT RESPONSIBILITIES INTAKE</u>
Form #3 | _____ 10) Personal Letter Stating <u>EDUCATIONAL
GOALS</u> |
| _____ 4) <u>STUDENT LOAN POLICY</u> Form #4 | _____ 11) <u>AZTEC PLACEMENT SCORES</u>
(1 st time college students) |
| _____ 5) <u>FERPA RELEASE FORM</u> (applicable college) | _____ 12) <u>CAREER INVENTORY</u> (1 st time college
student) |
| _____ 6) <u>Proof of SCHOLARSHIPS and GRANTS</u> you
have applied for (minimum of 3 including FAFSA) | _____ 13) <u>STUDY SKILLS MODULE</u> (1 st time college
student) |
| _____ 7) <u>CURRENT EMAIL ADDRESS</u> | |

The following documents can be submitted at a later date, but no less than two weeks prior to the quarter/semester start date.

- _____ 14) CLASS SCHEDULE
- _____ 15) ADVISOR INFORMATION (name, email, telephone, fax)
- _____ 16) DEGREE PLAN
- _____ 17) EDUCATIONAL PLAN (road map showing current credits, signed by Advisor)
- _____ 18) Copy of all PREVIOUS COLLEGE TRANSCRIPTS and PLACEMENT
SCORES
- _____ 19) DEGREE AUDIT (official) at the end of Junior year

****ONLY IN-STATE TUITION RATES ARE ALLOWABLE****

Continuing Students if you intend to return next term/year, **YOU MUST** meet the deadline in the date listed above. It will be necessary for you to provide items 1-7 and 14-18 as listed above if everything is remaining the same, however, if you are changing your major then a Personal Letter Stating your new Education Goals and new Degree Plan as well. If you are transferring to a different college, complete the full packet.

ALL STUDENTS are required to apply for federal funding utilizing the Free Application for Federal Student Aid (FAFSA). This form will determine your eligibility for a Pell Grant Award. Applying for FAFSA plus two other grants or scholarships is the **minimum requirement**.

Please be sure and read all forms thoroughly before signing. All rules and regulations will be enforced as agreed upon by your signature. Return your completed application and supporting documentation to the above address.

Thank you,

Stacey L. Parr, HED Manager
Tami Dohrman, NACTEP Manager
Norma Peone, NACTEP Assistant Manager



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Application Right to Privacy Form #1

School Year: _____ Tribal ID#: _____ Social Security # ____ - ____ - ____

1. Name _____ 2. Email: _____
Last First M.I.

3. Mailing Address: _____ Zip Code: _____

4. Phone: () _____ () _____ () _____ 5. Birth Date: _____
Home Cell Work

6. Are you currently in High School? Y/N 7. High School Graduation Date: _____

8. Did you earn your GED? Y/N 9. GED Completion Date: _____

10. Institution Attending: _____

11. Address of Institution: _____ Zip Code: _____

12. Major: _____ Minor: _____

13. School System: ___ Quarter ___ Semester 14. On or Off Campus Housing _____

15. Student Status: ___ Freshman ___ Sophomore ___ Junior ___ Senior ___ Graduate 16. ___ New ___ Continuing

17. Military Veteran: ___ Yes ___ No

18. Select ONE Program: ___ Certificate/Diploma ___ Associate ___ Bachelors ___ Masters ___ Doctorate

19. Have you received funding from the CDA Tribe Department of Education in the past? ___ If so, when? _____

ONLY in-state rates are allowable.

Under the Federal Privacy Act of 1974, Federal Agencies cannot release information about you to anybody without your authorization.

1. The authorization for solicitation of the information on this form is 25 U.S.C., 13 (42 stat 208) and P.O. 84-959 (70 stat 986) as amended by P.L. 88-230 (77 stat 471.25 U.S.C. 309)
2. Disclosure of the requested information by the applicant is voluntary, but required to obtain benefits.
3. The purpose of this information collection is to determine your eligibility for services.
4. The routine use of this information is to evaluate your request and to assist you before and during your education/training. After completion, parts or all of the information may be provided to employers for employment consideration.
5. Failure to provide requested information may result in delay or denial in receiving financial assistance.

I have read the above statements and I hereby provide the required information and authorize the use of such information as specified. I understand that any false information may cause my application to be disqualified. I also understand that if I unofficially withdraw without notification, I will be terminated from the program and may be required to refund the assistance provided. I authorize the education institution to release my grades, to an official of the Department of Education, upon request.

Signature

Date



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Financial Aid Form #2

SECTION I: Student completes. Student is responsible for submitting this form to the Financial Aid office.

Student Name: _____ Social Security # ____-____-____
 Student College ID#: _____ Date Classes Begin: _____ End: _____
 Institution Name: _____
 I will attend the following terms: Fall 20____ Winter 20____ Spring 20____ ****Summer 20** ____
 Student Signature: _____ Date: _____

****Summer funding is authorized on a limited basis only.**

SECTION II: Financial Aid office completes. Return directly to the Department of Education at the above address.

Student has not yet applied for financial aid and cannot be considered Complete ACTUAL budget

Student's application is late and may be considered later FAO will send when completed

STUDENT BUDGET:

Tuition and Fees: \$ _____
 Books and Supplies: \$ _____
 Room and Board: \$ _____
 Transportation: \$ _____
 Personal Expenses \$ _____
 Dorm Costs \$ _____
 Meal Plan \$ _____
 Other (List) \$ _____
 Total Expenses \$ _____

STUDENT RESOURCES:

Student Contribution: \$ _____
 Parent Contribution: \$ _____
 Social Security: \$ _____
 Veteran's Benefits \$ _____
 ADC/PA \$ _____
 Other \$ _____
 Other \$ _____
 Total \$ _____

Projected Distribution of Institutional Award:

Type (List)	Fall	Winter	Spring	Summer	Total
Pell Grant					
Total					

 Authorized Official's Signature Title Date

 INSTITUTION ADDRESS PHONE NUMBER



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Student Responsibilities Intake Form #3

I understand the following to be my responsibility as an applicant for Higher Education financial assistance from the Coeur d'Alene Tribe Department of Education, I agree to:

1. Apply to the Coeur d'Alene Tribe (CDA Tribe) Department of Education (DOE) for funding on or before the specified deadline.
2. Submit mid-term and final grades each quarter/semester to DOE.
3. Submit my College Degree Plan and Education Plan, as developed with my Advisor.
4. Submit my class schedule prior to the beginning of each quarter/semester.
5. Pay Room & Board, Transportation, and other Educational Expenses with the funds received from the CDA Tribe DOE.
6. NOTIFY DOE IMMEDIATELY IF I WANT MY DORM AND MEAL PLANS PAID DIRECTLY BY THE TRIBE.
7. Notify DOE of ANY CHANGES in financial aid IMMEDIATELY.
8. Notify DOE within FIVE (5) days, in writing, if I withdraw from a class or program.
9. Notify DOE IMMEDIATELY if I am in jeopardy of failing class(es) for any reason.
10. Seek pre-approval from the CDA Tribe DOE if I am transferring colleges, or changing my degree or program. I must do this in order to secure continued funding.
11. Maintain a cumulative GPA (grade point average) in accordance with the requirements of my respective college to remain in "GOOD STANDING," 2.0 or above (if I drop below the 2.0 GPA, I will be placed on probation. If it happens a second consecutive quarter/semester, I will be automatically suspended.)
12. Maintain 12 credits or more as a full-time student (15 credits for upper classman). If I drop below the minimum, I will be reclassified as a part-time student and only eligible for books, tuition and transportation. If I do drop below 12 credits, I may be placed on probation for the loss of tuition and books already paid on my behalf.
13. Accept tuition, books and transportation only if I am a part-time student (11 credits or below).
14. Complete my degree or certificate within the allowable time frame:
 - a. Baccalaureate Degree- 10 semesters or 15 quarters (maximum)
15. Keep my mailing address current by providing updates to the Coeur d'Alene Tribe Enrollment department.
16. Return any funds I am not eligible for to the CDA Tribe DOE once that determination is made.
17. The fact that the CDA Tribe DOE can only support my tuition costs at the IN STATE RATE (if I chose to attend an out of state college or private school, I am responsible for all additional costs).

Student Signature

Date

Student Print Name

Address



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Student Loan Policy Form #4

Dear Student:

It is very important that you make it clear to the Financial Aid Officer at the school where you plan to attend, that you have been advised NOT TO ACCEPT any loan (NDSL, GSL, Perkins, etc.) money in order to go to school.

Also, please be advised, if you accept any money other than scholarship and/or grant money, the Coeur d'Alene Tribe and/or the Bureau of Indian Affairs WILL ASSUME NO RESPONSIBILITY FOR REPAYMENT OF YOUR DEBT.

I have read and understand the terms stated above. If I agree to accept a student loan, I WILL NOT hold anyone (Tribe/Bureau) responsible for the repayment of such a loan except myself.

Student Signature

Date

Student Print Name

Student Education Plan

Advisor: _____

Educational Goal(s): *(check)*

Associate of Arts/Science Degree-Major: _____

Student: _____

Bachelors of Arts/Science Degree-Major: _____

Student ID: _____

Name of 4-Year College: _____

Occupation Certification-Major: _____

Other: _____

Term	Units	Term	Units
Total Units		Total Units	
Term	Units	Term	Units
Total Units		Total Units	
Term	Units	Term	Units
Total Units		Total Units	

The sequence of subjects/courses is designed to enable you to achieve your objective. If you change your declared educational goal(s), you may be required to take additional course work. You are responsible for your own program. Meet with a counselor for revisions to this plan as it becomes necessary.

Student Signature

Date

Advisor Signature

Date

SAMPLE

Degree Guide for the College of Arts and Sciences: 2018-2019

B.A. ECONOMICS

COLLEGE of ARTS & SCIENCES
Language Requirement

All students who major in the College of Arts & Sciences are required to demonstrate competence in a second language. For complete details: <https://www.gonzaga.edu/college-of-arts-sciences/about/information-for-students/language-requirement-information>

	Credits	Sem/Yr

UNIVERSITY CORE REQUIREMENTS:

FUNDAMENTAL CORE COURSES

Year 1: Understanding & Creating

	Credits	Sem/Yr
Writing		
ENGL 101 Writing (fulfills 3 credits Writing Enriched)*	3	
Reasoning		
PHIL 101 Reasoning	3	
First Year Seminar		
193	3	
Communication & Speech		
COMM 100 Communication & Speech	3	
Math		
MATH (must be above Math 100)	3	
Scientific Inquiry (2cr + 1cr lab)		
BIOL or CHEM or PHYS 104/104L (taken year 1 or 2)	3	

Year 2: Being & Becoming

	Credits	Sem/Yr
Christianity & Catholic Traditions		
RELI (see approved list)**	3	
Philosophy of Human Nature		
PHIL 201 Philosophy of Human Nature	3	

Year 3: Caring & Doing

	Credits	Sem/Yr
World/Comparative Religion		
RELI (see approved list)** (fulfills 3cr Global Studies)*	3	
Ethics		
PHIL 301 Ethics or RELI 330 Principles-Christian Morality	3	

Year 4: Imagining the Possible

	Credits	Sem/Yr
Core Integration Seminar		
492	3	

NOTE: some courses have pre-requisites, check the catalog carefully!

BROADENING COURSES - see approved list**

	Credits	Sem/Yr
Social & Behavioral Science		
	3	
Literature		
	3	
History		
	3	
Fine Arts & Design		
	3	

REQUIRED COURSE DESIGNATIONS - see approved list**

	Credits	Sem/Yr
*Writing Enriched		
	9 total	
Social Justice		
	3 total	
*Global Studies		
	6 total	

**for list of approved RELI, Broadening & Designated courses, see : <https://my.gonzaga.edu/academics/undergraduate-programs/general-degree-requirements-procedures/university-core>

B.A. ECONOMICS:

33 CREDITS

LOWER DIVISION

12 Credits

Course	Course Title	Credits	Grade
ECON 201	Microeconomics	3	
ECON 202	Macroeconomics	3	

Mathematics - One of the following courses:

3-4 Credits

Course	Course Title	Credits	Grade
MATH 114	Mathematical Analysis for Business	3	
MATH 148	Survey of Calculus	3	
MATH 157	Calculus-Analytical Geometry I	4	

Statistics - One of the following courses:

3 Credits

Course	Course Title	Credits	Grade
BUSN 230	Business Statistics	3	
MATH 121	Introductory Statistics	3	
MATH 321	Statistics for Experimentalists	3	

UPPER DIVISION

21 Credits

Course	Course Title	Credits	Grade
ECON 301	Intermediate Microeconomics	3	
ECON 302	Intermediate Macroeconomics	3	

Two (2) Applied Microeconomics courses:

6 Credits

Course	Course Title	Credits	Grade
ECON 320 - 340		3	
ECON		3	

History of Economic Thought - One of the following:

3 Credits

Course	Course Title	Credits	Grade
ECON 401	Adam Smith & Karl Marx	3	
ECON 402	Currents in 20th Century Economics	3	

Any two (2) Upper Division ECON Electives

6 Credits

Course	Course Title	Credits	Grade
ECON		3	
ECON		3	

Course	Course Title	Credits	Grade
ECON 499	Senior Comprehensive Exam	0	

Business

Associate of Science Degree

Transfer Program

The Business Associate of Science Degree requires completion of three areas: the General Education Requirements (GEM courses), the Business Core requirements, and the required courses listed under one of the following three pathways: Business Administration, Business Teacher Education, or General Business.

Completion of the following courses results in an associate's degree. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in the selected Business pathway. Course selection should be tailored to match requirements defined by intended transfer institutions.

Business Administration Pathway

The study of Business Administration leads to career opportunities in accounting, economics, information systems, finance, human resources management, marketing, production management, and other business-related fields.

Business Teacher Education Pathway

Business teacher education majors learn how to teach business in career technical programs for students at various grade levels. Classes cover such topics as accounting, economics, computer systems, and career guidance. The suggested coursework normally fulfills the first half of baccalaureate degree requirements in Business Teacher Education.

General Business Pathway

The study of General Business leads to career opportunities in several business-related fields.

Consult with your NIC business faculty advisor and refer to the college catalog of your intended transfer institution for more information.

Notes:

- ¹ Consult with your business faculty advisor to determine the appropriate math course(s).
- ² This General Education Requirement is partially met by the Program Requirements.

Program Requirements

General Education Requirements (see pages 48-49)

Area of Study	Credits
GEM 1 - Written Communication	6
GEM 2 - Oral Communication	3
GEM 3 - Mathematical Ways of Knowing ¹	3-5
GEM 4 - Scientific Ways of Knowing	8
GEM 5 - Humanistic and Artistic Ways of Knowing	6
GEM 6 - Social and Behavioral Ways of Knowing ²	3
GEM 7 - Institutionally Designated	4

Program Requirements

Course No.	Title	Credits
ACCT-201	Principles of Accounting	3
ACCT-202	Managerial Accounting	3
BUSA-101	Introduction to Business	3
ECON-201	Principles of Economics (Macro)	3
or ECON-202	Principles of Economics (Micro)	(3)

Choose one of the three following areas of emphasis:

Business Administration

BUSA-251	Business Statistics	3
BUSA-265	Legal Environment of Business	3
ECON-201	Principles of Economics (Macro)	3
or ECON-202	Principles of Economics (Micro)	(3)

Choose one course from the following:

ENGL-202	Technical Writing	3
ENGL-205	Interdisciplinary Writing	
ENGL-272	Business Writing	

Choose one course from the following:

BUSA-100	Digital Literacy in Business	3
BUSA-211	Principles of Management	
BUSA-221	Principles of Marketing	

Business Teacher Education

BUSA-211	Principles of Management	3
BUSA-221	Principles of Marketing	3
BUSA-265	Legal Environment of Business	3
ECON-201	Principles of Economics (Macro)	3
or ECON-202	Principles of Economics (Micro)	(3)
EDUC-201	Introduction to Teaching	3
ENGL-272	Business Writing	3

General Business

Choose five courses from the following:

BUSA-100	Digital Literacy in Business	15
BUSA-211	Principles of Management	
BUSA-221	Principles of Marketing	
BUSA-251	Business Statistics	
BUSA-265	Legal Environment of Business	
ECON-201	Principles of Economics (Macro)	
or ECON-202	Principles of Economics (Micro)	
ENGL-202	Technical Writing	
or ENGL-205	Interdisciplinary Writing	
or ENGL-272	Business Writing	

Elective Requirements

Courses 100-level or higher	0
Total Credits (minimum)	60

Computer Information Technology

Associate of Applied Science Degree

Career and Technical Program

In addition to the specific Computer Information Technology courses, students must take a minimum of 15 credits of A.A.S. general education courses as specified in the program requirements.

The Computer Information Technology (CITE) program prepares students for careers in information technology by offering a one-year Intermediate Technical Certificate, a two-year Advanced Technical Certificate, and an Associate of Applied Science Degree. The A.A.S. degree in CITE is a two-year program that will prepare students for working with sophisticated networking hardware and operating system software and will lead to industry recognized certifications. It also includes all related coursework to complete A.A.S. degree requirements.

The CITE one-year Intermediate Technical Certificate teaches the foundation of information technology job skills and the two-year Advanced Technical Certificate includes all the technical coursework of the A.A.S. degree, but with reduced general education requirements.

The CITE program is designed to provide students with essential skills to plan, implement, administer, support, and secure networked computer systems and associated users, as well as install and configure routers and switches in multiprotocol internetworks using LAN and WAN interfaces. North Idaho College operates a Cisco Networking Academy. NIC is a Microsoft IT Academy member institution and maintains academic partnerships with industry leaders such as CompTIA and VMware.

Continued advances in network technology have created an increased need for professionals trained in the information technology field. Students will gain essential technical instruction that enables them to perform tasks such as network design, installation, maintenance, and management as well as fill network administration and systems administration job roles.

This is a selective enrollment program. Successful completion of the each semester or permission of the instructor is required to continue to the next semester. Successful completion of the technical certificate or permission of the instructor is required for enrollment in third and fourth semester courses.

Contact the Career and Technical Programs advisor for the information on selective enrollment criteria.

Program Requirements

First Semester		
Course No.	Title	Credits
CITE-116	Desktop Operating System Support	3
CITE-118	Computer Essentials	2
CITE-119	Computer Essentials Projects	2
CITE-127	Desktop Commodity Operating System Support Projects	2
ENGL-101	English Composition ¹	3
	A.A.S. Mathematical Ways of Knowing ² 3-5	3-5
		Semester Total 15-17
Second Semester		
CITE-104	Systems Administration I	3
CITE-105	Systems Administration I Projects	3
CITE-121	Network Support I	3
CITE-122	Network Support I Projects	3
COMM-101	Introduction to Speech Communication ¹	3
		Semester Total 15
Third Semester		
CITE-206	Systems Administration II	3
CITE-207	Systems Administration II Projects	3
CITE-213	Network Support II	3
CITE-215	Network Support II Projects	3
	A.A.S. Social and Behavioral Ways of Knowing ³	3
		Semester Total 15
Fourth Semester		
CITE-208	Systems Administration III	3
CITE-209	Systems Administration III Projects	3
CITE-217	Network Support III	3
CITE-219	Network Support III Projects	3
CITE-295	CITE Internship	4
or ATEC-117	Occupational Relations and Job Search	(2)
	A.A.S. Institutionally Designated ³	3
		Semester Total 17-19
		Program Total 62-66

Notes:

- ¹ Satisfies A.A.S. degree general education requirement.
- ² Mathematics requirement includes any math course that is MATH-123 or higher and meets the A.A.S. degree requirements listed on page 50.
- ³ Select from A.A.S. degree requirements listed on page 50.