



# 2022/23 COLLEGE CATALOG

Interior Design - Graphic Design - Fashion Design Courses - Fashion Merchandising

[www.TheNCC.edu](http://www.TheNCC.edu)

# 2022/23 ACADEMIC CATALOG

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# THE NORTH COAST COLLEGE

## TheNCC Difference

We strive to create a learning environment where both the creative and business sides of the design and art industry converge. We provide aspiring artists and designers a strong foundation in business and entrepreneurship, which enables them to successfully establish their own business opportunities and launch their own enterprises. Furthermore, we aim to create globally experienced and customer oriented artists and designers using the most technologically advanced and culturally sophisticated Online learning systems. This convergence of technology with real-world, experiential learning will develop our students' 21st Century skills.

Our faculty are practicing professionals from the design industries, committed to developing the talented technical design ability of our students. Art and business curriculum combine design knowledge with actual work experiences to teach real-world problem solving skills.

### History of The North Coast College

Virginia Marti-Veith envisioned a place for students to learn, grow and improve their own lives, as well as the communities they lived in. A visionary woman with a passion for quality fabrics and fashion. After studying Haute Couture design in Paris, Mrs. Veith returned to Cleveland, eager to train qualified fashion design professionals. In 1966, she founded Virginia Marti College of Art and Design (The North Coast College). Interest in the college flourished as students from all over the country began to inquire about its unique programming. One of the only colleges in Ohio to be founded and presided over by a female entrepreneur, Mrs. Veith stayed focused on her passion throughout her life: providing students with personalized training in quality design.

Succeeding Mrs Marti-Veith as President, Dr. Milan Milasinovic expanded the college's degree offerings and transitioned The North Coast College from a career college into a four-year academic institution. The college's bachelor programs emphasize the use of modern technology, and building pedagogically advanced learning methods. The college is focused on building an exceptional and unique student support system, composed of six layers: mentoring, coaching, tutoring, advising, financial, and career development advising. Students and faculty play a vital role in the shared governance of the College's transformation into a global school with offices overseas and exchange programs to support students who wish to experience foreign cultures.

In 2017, The North Coast College joined with the New England Culinary Institute (NECI), one of the nation's leading culinary and hospitality management colleges. Both schools embrace the convergence of business acumen with industry specific skills.



### About The North Coast College

The North Coast College, in Lakewood, Ohio, is a college committed to providing academic excellence for students who want to specialize in selected areas of the design industry and explore the business side of art and design. We provide accredited degrees in Graphic Design, Interior Design, Fashion Design, Fashion Marketing, Fashion Merchandising, Art & Design Management, and some exciting new additions to TheNCC Family, Baking & Pastry Arts, and Culinary Arts. We prepare students to be successful in their chosen professions by empowering them with business and design knowledge, along with hands-on experience. Students are surrounded by caring instructors and staff committed to their success.

The North Coast College serves the individual needs of high school graduates, students with prior college credits, and college graduates who are seeking academic excellence, specialized knowledge and internship opportunities. Our small faculty-to-student ratio encourages student growth and success. The North Coast College is committed to preparing students in the core competencies of the creative industries, so that its graduates can meet today's marketplace demands for technical skill, innovation and problem-solving ability within 24 to 48 months.

## Message from The President

### About Our Instructors

Instructors at The North Coast College are practicing industry professionals in their creative fields. They bring actual client projects into the classroom to train students in the latest industry tools and techniques. With small class sizes, instructors can provide individual attention for each one of their students. Our Unique Features:

### Our Unique Features

- Individualized Instruction:
- Small class size - 10-15 students per instructor in all technical and lab courses.
- Placement Service Assistance for students and alumni
- Employment Networking
- Parallel Art and Business Curriculum:
- Professional faculty, hired from the design industries.
- Work experience teaches problem-solving and collaboration skills with actual customer design projects.



Dear Prospective and Current Students of The North Coast College,

I am honored to welcome you to our vibrant and modern community, and I commend all of you for taking initiative to start a new chapter in your life. Higher education is no doubt a vehicle for a better life. The North Coast College has come a long way from 1966 and its first Fashion Design class of five to become an established and nationally accredited college with more than 50 years of graduating generations of successful professionals. We take pride in our history, but we look forward, as we launched these new degrees 3 years ago now., using the latest technologies for Online education.

The North Coast College is the College with a strong focus on experiential learning and a place where the skills are honed from convergence of creative and logical. Our College is student centered and students participate in shared governance. Our operations are designed to support students with a unique six layers of student support: mentorship for academic success, coaching, advising, tutoring, career and financial advising. We have designed a college around you and for you.

Wishing you all the best on your higher education journey,

Sincerely,

Dr. Milan Milasinovic, President

A handwritten signature in black ink, appearing to read "Milan Milasinovic".

# THE NORTH COAST COLLEGE

## Mission, Vision, and Values



### Mission Statement

Our mission is to implement innovative and effective educational techniques while providing a cost-effective education to all students passionate about pursuing careers in the design and art industries or in the management of design and art enterprises.

We strive to create a learning environment where both the creative and business sides of the design and art industry converge. We provide aspiring artists and designers strong foundations in business and entrepreneurship, enabling them to successfully establish their own business opportunities and launch their own enterprises. Likewise, we provide future managers of creative industries with a strong foundation in art and design so they can effectively inspire, motivate and guide their creative teams and cultivate innovative thought.

Furthermore, we aim to create globally experienced and customer oriented artists, designers and managers using the most technologically advanced and culturally sophisticated Online learning environment. This, combined with real world experiential learning will develop their 21st century skills.

### Vision Statement

Our belief is that our new economy will build a competitive advantage in innovation. Innovation requires creativity, which our country's business education lacks. On the other hand, our artists and designers lack linear, logical education, which is needed to make innovation useful. Hence, the vision at The North Coast College is balanced education. Our programs' goals will be to trigger creativity and to learn how to manage innovation.

The North Coast College will become a unique college known as a place where art and design converge with business, and where technologically advanced Online learning is complemented with experiential learning.

Our vision is that we will become a place known for a unique student support system composed of six layers: mentoring, coaching, tutoring, advising, career development and financial advising. The North Coast College will become a college where global education is a part of the curriculum, international experiences will be offered to all students, and overseas internship and studying opportunities will be available. The North Coast College will be known for internationalization of domestic students, aiming to culturally enrich our society.

### Values Statement

- Our values are based upon our respect for all people. We pay equal respect to the person-hood of all human beings. We consider it a duty to ourselves and duty to others to promote general knowledge and education as a special obligation to our own freedom and well-being.
- We also promote the ability to pursue these goals.
- Our chief values include truthfulness, trust, self-control, empathy, compassion, equal opportunities, fairness and humanity to all.
- We are committed to fight complacency and a 'know it all' attitude.
- We are committed to promote character development and work ethic in our students through modeling positive attitudes, collaboration, drive, motivation, and the worth of all people.
- We treat all students and employees with dignity and encouragement in order to nurture a genuine respect for the diversity of people, ideas, cultures, and abilities.

## Located in Lakewood, Ohio



The North Coast College is located on the shores of Lake Erie in Lakewood, Ohio. Named one of the most exciting small cities in the state, Lakewood is the home of vibrant restaurants, nightlife, and award-winning Solstice Steps at Lakewood Park. The college is minutes away from Edgewater Park with its unrivaled views of downtown and exciting calendar of events. The restaurants, galleries, and boutiques of Tremont, Ohio City, and Gordon Square are all a short drive away. The city's 5.6 square miles are composed of vintage homes and apartments within a charming national historic district.

The North Coast College students commute to the college and take classes on a personalized schedule that accommodates personal, job or family needs. Work hard on your designs, then take a break and enjoy the area's vibrant art and music scenes, coffee houses, bistros and restaurants, dance and performing arts venues, or ride a bike through one of the many trails that make up the Metropark system, a nationally recognized and awarded series of parks that encircle the Greater Cleveland area. The world's top amusement park, Cedar Point, is only 90 minutes west on the Lake Erie shores. Students are within 10 minutes of downtown Cleveland's championship sports teams, nightlife, and only 20 minutes from University Circle, home to the Cleveland Museum of Art, the Cleveland Orchestra, and other nationally renowned museums.

"This inner-ring suburb of Cleveland has been on the radar of the young and urbane for some time. It has a well-established nightlife and gastronomic scene."

- Daniel Derouchie, Travel + Leisure Magazine.

### Message from MRS. VIRGINIA MARTI-VEITH

It is an honor working with students and seeing them grow and succeed in their chosen fields. The college was founded in 1966 on the basis of hard work and education. After studying Haute Couture design in Paris, I returned to Cleveland and saw the increasing need for a college focused on training qualified fashion design professionals. Thus began the Virginia Marti College of Art and Design. The College has expanded significantly since its inception and now offers degrees in Fashion Design, Fashion Marketing, Fashion Merchandising, Interior Design, Graphic Design, Art & Design Management, and most recently, Culinary Arts and Baking and Pastry Arts.

We are deeply committed to the success of every student. If you are dedicated, disciplined, determined, and passionate, nothing will stop you from being successful. I would like to welcome you to The North Coast College family.

# OUR FACILITY

## General Facilities

### Main Level

**Lobby Area:** Visitors and Guests sign in and wait in the Lobby Area. Fashion Merchandising students use the display cases to showcase visual merchandising ideas.

**Student Center:** The Student Center provides a space for students to work together with easy access to both computer labs and the Director of Student Affairs.

**Administrative Offices:** First floor offices include: Main Office, President, Director of Operations, Finance Manager, Admissions, Director of Career Services, Financial Aid, Registrar, and the Department Chairs' offices.

**Auditorium:** The auditorium is used for lecture classes, meetings, special events, and is equipped with surround sound, a DVD player, projector, and a laptop computer.

**Labs:** First floor labs include two computer labs, used for a variety of classes. Both computer labs have industry recommended software.

**Studios:** There are two studio classes on the first floor: The Fashion Design studio and the Drawing & Illustration Studio, which is used for a variety of drawing classes.

### Upper Level

**Interior Design Studio:** The Interior Design Studio provides students with a studio environment for coursework and a diverse library of fabrics and materials. Students are encouraged to use library materials in their projects. The Interior Design Department Chair has office space in this studio.

### Lower Level

**Learning Resource Center:** The Learning Resource Center provides students with computers, books, reference materials, DVDs, periodicals, wi-fi access and a quiet place to study.

**Classrooms:** Two traditional lecture classrooms, one art studio and one computer lab are located at the lower level of the main building.

**Lockers/Vending Machines:** Located in this area are vending machines and a microwave for students. In addition, lockers are available for student use by request.

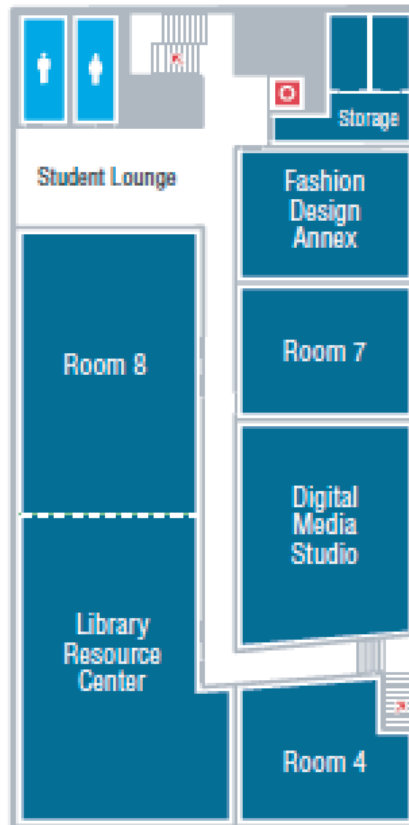
**The Fashion Archives:** Fashion Design students study garment construction and design theories by examining garments from the Fashion Archive.

## Administrative Offices

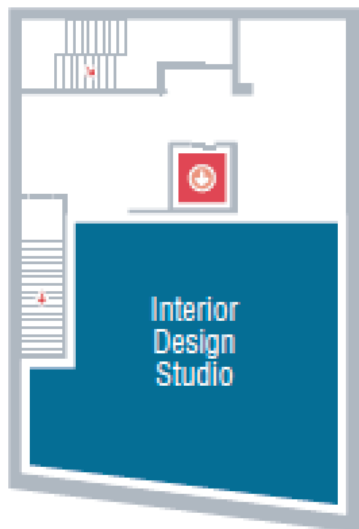
### MAIN LEVEL



### LOWER LEVEL



### UPPER LEVEL



### Administrative Office Key

|   |   |
|---|---|
| A: Director of Engagement   | G: Director of Student Affairs                      |
| B: Admissions / Associate Dean of Academic Affairs/ Career Services | H: Director of Operations                           |
| C: Registrar  | I: Assistant Dean of Admissions and Online Learning |
| D: Financial Aid  | J: Fashion Dept. Coordinator                        |
| E: Financial Aid  | K: Graphic Design Dept. Chair                       |
| F: Finance Manager  | L: President  |
|   | M: Vice President                                   |



# MEET THE DEPARTMENT CHAIRS

## General Education & Fashion



### Patrick Melnick

Consultant for Academic Affairs and a Part Time Faculty

As the Dean of Academic Affairs at The North Coast College, Professor Melnick teaches Anatomy and Figure Drawing, History of Art and Fashion Illustration. An instructor for more than 26 years, he earned his Master of Fine Arts Degree from the University of Notre Dame. He has worked throughout Ohio, including Ursuline College, and in Chicago teaching and working in art galleries. His career includes the production and coordination of numerous art shows, both locally and nationally. Professor Melnick worked as a curatorial assistant at the internationally-recognized Zaks Gallery in Chicago. He also served as a judge on the board of Madison, Wisconsin's National Endowment of the Arts Council. He continues to paint and draw in the tradition of the masters.



### Tamara Davis

Assistant Dean of Academic Affairs and Fashion Program Coordinator Department Chair

Possessing a unique ability to reach students of all ages and help them realize successes beyond what they believed possible, Tamara comes to us with 10 years of experience in college instruction and advising 3 student fashion organizations. She also teaches art and fashion through her business: DRAWN, for online corporate events organizations, like Dragonfly Designs in San Francisco, CA, and for community centers, public school systems and more for many years. Her passion for uplifting students through art was cultivated at her alma mater, Kent State University's School of Fashion. She is proud of having worked in design for Vera Wang, Doreen Leaf Bridal, and National Safety Apparel as well as Macy's and Target. Tamara brings with her years of experience in fashion illustration, costume and bridal design, technical design, senior artist. She uses skills from these positions as well as motivational speaking to successfully push the students to great heights. The pivot to virtual education was easily achieved as Tamara was using online communication platforms before the advent of COVID. It tested and strengthened her teaching classroom management and business management skills to ensure students were engaged and had a good learning experience virtually. Tamara is proud of having the opportunity to successfully reach and teach a global audience of students and having helped them feel good about themselves and achieve their goals.

## Graphics & Interior Design



### Richard Sayles Graphic Design Department Chair

Richard Sayles is a graduate of the Art Institute of Pittsburgh with a degree in Animation/Multimedia. After working for six years in advertising as a graphic designer and cartoonist he decided to go back to school to get his Bachelor's Degree in Art Education from Norte Dame College. He then began teaching at Virginia Marti College (2003) while continuing to do freelance artwork around the area. Richard Sayles has a passion for teaching and also holds a Master's Degree in Art Education from Boston University. Prior to teaching, Richard Sayles worked as a Designer for Manheim Advertising in Cleveland, responsible for creating cartoons and layout design for clients that included WKYC, Cleveland Indians, DIY Home Warehouse and East Coast Custard. Richard Sayles continues to do freelance artwork for clients around the country.



### Cristina McCarthy Interior Design Department Chair

Cristina McCarthy holds a Master of Science in Urban Planning and Design Degree from Cleveland State University and a Bachelor of Science in Architecture Degree from the Federal University of Bahia, Brazil. While pursuing her studies, Ms. McCarthy focused on architectural details and interior design. She has worked for architecture firms in the USA and in Brazil and has been teaching at The North Coast College since 1990. She is also currently working as an independent designer/ space planner. Ms. McCarthy has been actively involved with the American Society of Interior Designers Ohio North Chapter, and acted as its President in 2012-13.

# GENERAL EDUCATION

## Course Descriptions

The General Education Program is a unique component of The North Coast College's degree studies. Its broad knowledge base of diverse course content intersects with the deep knowledge study of our students' majors to develop the "T shape mind" of the 21st century. Depth in one area of study and breadth in many provides our students with the necessary 21st century competency skills: cognitive interconnectivity between knowledge domains, which produces creative problem-solving abilities; and, analytical critical thinking skills to effectively communicate innovative thought. Relevance, transference, and convergence of knowledge are paramount to The North Coast College's General Education Program. These intellectual skills will provide our students with the competitive resource of cognitive adaptability, which is a necessary 21st century competency in the global marketplace of design and business.

### **ARTS103 Color Theory and Design Principles**

The course introduces and analyzes the Four Contrasts of Color Theory—value, intensity, hue, and temperature—as the cornerstone of understanding color schemes, color interaction, color relationships, and color's compositional effects for purposes of creating color organization, exploring fundamental elements of design, and organizing color and design to create a customer message of intent.

Prerequisite: Recommended 1st semester

### **ENGL101 Foundation English Writing**

This course explores essay styles, reviews MLA fundamentals, business writing formats, and improves oral and written communication skills

### **ENGL102 Verbal Communication of Visual Concepts**

This course acknowledges the intangible quality of art and the difficulty of verbally communicating visual concepts. The course utilizes benchmarks of aesthetic terms and definitions to provide a communication bridge between the visual properties used to create a design and the verbal language needed to understand, evaluate, and critique design. Class lectures, written assignments, and oral presentations focus on the necessary verbal skills to speak knowledgeably about design and art.

Prerequisite: ENGL101 English Writing

### **MTH143 Foundations of Quantitative Literacy**

The course is designed for non-math major students. It is an introductory course which broadens a student's appreciation of mathematics' interdisciplinary nature by exploring ways in which its principles develop

quantitative reasoning skills. Students will learn mathematics and basic statistics as a necessary tool of analytical problem-solving skills for success in future college courses, careers, and life-strategies. Topics include computational skills, basic concepts of algebra and geometry, statistics, and probability.

### **MTH343 Functional Math**

This course explores an advanced application of mathematical solution strategies, processes of conversions, and the integration of equative problem-solving techniques.

Prerequisite: MTH143 Foundations of Quantitative Literacy

### **HUM216 History of Art I**

The course provides a survey of art and architecture from prehistoric times to the Gothic period. A selected number of paintings, sculptures, and buildings is presented in the weekly lectures as the embodiments of a culture's political, social, and technological historical context. The lectures will explore the paradigmatic shifts of religious and scientific beliefs among cultures and civilizations to explain the different appearances and purposes for the artifacts, art, and architecture created by humanity.

### **HUM316 History of Art II**

The course examines the arts of the broad Western tradition from the Early Renaissance to Abstract Expressionism. Its lectures focus on the arts as the expression of a culture's political, economic, social, philosophical, and technological context. The course provides interpretive processes which decipher its functionality as a construct of cultural and societal belief.

### **CUL310 Idea Generation and Applied Creativity**

The course teaches methods and techniques for integrating and converging different knowledge domains to form new patterns of thought, expand frameworks, and connect the previously unconnected in order to think creatively, explore problems from different perspectives, find solutions to complex problems, and think outside of the box.

### **SCI301 Physics and Art**

The course introduces the basic principles of Physics, analyzes the revolutionary theories of Physics from Ptolemy to Einstein, and explains the way these themes changed humanity's perception of the universe. Additional lecture content juxtaposes Physics' revolutionary theories with the simultaneous and parallel revolutionary concepts in Art. The interconnectivity of simultaneous and equivalent ideas from these two disparate fields of study provides a frame of reference and zeitgeist which makes the complex theories of Physics accessible and relevant.

## **SCI401 Neuroscience of Creativity**

The course provides a Neuroscience explanation for the mystery of human creativity. Lectures will explore the brain's large network areas and its hemispheric interconnectivity, neural architecture, and neurotransmitters which makes it possible for an individual to receive, process, organize, and reformulate the information of "crystallized intelligence" into cognitive patterns of "fluid intelligence" necessary for the generation of original ideas and innovative thought.

## **SS221 Emotional Intelligence**

The course introduces the growing body of social science research which acknowledges Emotional Intelligence (EQ) as a crucial component of emotional adjustment, interpersonal relationships, personal well-being, and overall success in various contexts of everyday life. Lectures of the course examine: the concepts and practical applications of EQ; the difference between Emotional Intelligence (EQ) and Cognitive Intelligence (IQ); the four fundamental elements of EQ; and, its necessity in the development of Critical Thinking skills to promote greater abilities for business managers and creative designers.

## **SS370 Organizational Behavior**

This course provides a comprehensive analysis of individual and group behavior in organizations. Its purpose is to provide an understanding of how organizations can be managed more effectively and at the same time enhance the quality of employees work life. Topics include motivation, rewarding behavior, stress, individual and group behavior, conflict, power and politics, leadership, job design, organizational structure, decision-making, communication and organizational change and development. This course aims to improve students understanding of human behavior in an organization and the ability to lead people to achieve more effectively toward increased organizational performance.

## **SS450 Globalization**

This course aims to provide students with current global trends that shape an international dialog of commonality found in law, ethics, morality, economics and technology trends between divergent cultures and nationalities.

## **General Education Electives**

### **ARTS144 Digital Photography**

The course is an introduction to digital photography which emphasizes the aesthetic and technical concerns of image capture and content. Lectures discuss digital camera use, applications, and functions; computer and camera equipment requirements; file and memory formats; aspects of the digital medium; digital camera lenses; digital editing, saving, sizing,

posting and printing; and, shutter speed effects. Lectures and instructional demonstrations also include information on lighting, composition, photographic rendering, publishing, and portfolio preparation. Additional course content covers the history of photography and its impact on society.

### **HUM306 History of Art III: 1950'S to Now**

This course charts moments in art history from the 1950's to the present. Lectures highlight key artists and their accomplishments. The focus of class lectures is placed on the aesthetics of late modernism to the beginnings of the post-modern period including Abstract Expressionism, Pop, Minimalism, Conceptual, and Post-Modern art. Special emphasis will focus on the art's historical context during the past 60 years, the evolution of the artist's role in society and the effect the art and artist have on our culture.

### **ARTS128 Anatomy and Figure Drawing**

The course emphasizes the use of human skeletal anatomy as a fundamental base of knowledge to accurately and aesthetically draw the human form's complex surface definitions, proportions, and three-dimensionality. Each class begins with an anatomical lecture of a specific skeletal region which is then integrated with drawing from a live model. The procedural methods of the course are based on Renaissance and Beaux Arts figure drawing traditions.

### **SS224 Social Context of Innovation**

This course explores the social context of innovation and creativity as the basis of success for many of today's leading companies. Class lectures analyze the creative industries recognized standard of 'fluid intelligence', the new social class of "creative" people, and the competitive advantage they bring to the marketplace. The course analyzes the impact of the creative class on social relationships, the growth of innovation, new technologies and public policy. Lectures also focus on the struggles of certain members of the creative class and their efforts to reinvent themselves.

### **BUSN202 Information Technology in the 21st Century**

Increasingly organization survival and/or efficiency are related to the ability to acquire and maintain excellent information about itself and competing organizations. Information treated as a resource for strategic planning and operational management has a value like other assets in the organization. The information asset must be quantified and accounted for as such assets as land and equipment. This course will explore necessary management actions, which will ensure that information is available, correct, protected, and archived in proper forms. The objective of this course is to meet the challenges which are seemingly unending. Information Technology Services departments will be required to increase system performance and improve availability while simultaneously cutting costs and improving quality, measured by customers' satisfaction.

# GENERAL EDUCATION

## Course Descriptions

### Business and Entrepreneurship Courses

#### **BUSN101 Principles of Marketing**

This course deals with concepts in the development of the proper promotional mix of product, place, promotion, and price are presented. The course includes the principles of market research and consumer preference, needs, and desires. Students will learn the STP as the basic marketing concepts (Segmentation, Targeting, and Positioning). In addition, students will learn about basic concepts of branding and international marketing. This is an introductory marketing course, which will usher students into the discipline of marketing.

#### **BUSN210 Financial Accounting For Entrepreneurs**

Entrepreneurship requires innovation, strategy, reiteration, and execution. Within this process, it also demands aptitude with the language of commerce. Entrepreneurs must be able to speak fluently with those who fund, oversee, and support them about the financial dynamics of their operations. This course teaches essential financial terms, tools, and concepts. This course is an introduction to the basic concepts and standards underlying financial accounting systems for the entrepreneur. We will cover the entrepreneurial process, key accounting terms/concepts, valuation, expectations of investors/funders and the practical application of these topics to financial planning and performance analysis. Students will become familiar with financial statements (income statements, balance sheets, statements of cash flows) and with related accounting issues. While learning key concepts and practices, students will apply this knowledge by constructing integrated financial plans for proposed (or hypothetical) ventures.

#### **BUSN220 Business Finance**

This course introduces the student to the fundamentals of business finance. The course requires an understanding of mathematics as well as economic concepts and accounting principles. The course is corporate-oriented with emphasis on practical applications and problem-solving techniques. The primary objective is to provide the student with the tools to understand and solve the basic financial problems confronting business today. The topics covered include the time value of money, valuation of assets, capital budgeting techniques, capital structure theory and dividend policy assessment. The application of the topics to international markets will be made whenever possible.

#### **BUSN280 Entrepreneurship and Entrepreneurial Opportunities**

The essence of entrepreneurship is starting something from nothing. The journey of taking an idea from its conceptual stage and turning it into a product/service applicable to the marketplace demands a comprehensive understanding of the different components of starting a business. This

course teaches the fundamental concepts, processes, and tools of starting an entrepreneurial venture, with an emphasis on developing a business plan from a concept. We will cover the entrepreneurial perspective (challenges, characteristics, self-assessment), starting a new venture, developing the business idea, the business plan, including the marketing/financial/organizational plans, financing the new venture, managing the new venture and coverage of issues such as legal, franchising and international entrepreneurship.

#### **BUSN410 Managing Growth and Failure**

Growing a business beyond the start-up stage can be equally as daunting and challenging a task as the creation of a business. However, to transition to this stage of growth as a small and medium size business requires the entrepreneur, owner/manager to adopt a very different, almost opposing, set of management skills to be successful. The course is focused on the challenges and opportunities of managing a growing company and emphasizes practical management methods and techniques. Failure is simply inevitable. We all make mistakes! The second part of the course focuses on analyzing failure and managing it to take advantage of it. Failure is demystified and also analyzed in a social context across different cultures. Finally, the positive outcomes of failure are discussed, such as failure boosted research in each field, influencing the designs of all models, and technological advancement has been contingent on learning from previous failures.

#### **BUSN420 Strategic Management**

This course introduces the key concepts, tools, and principles of strategy formulation and competitive analysis. It is concerned with managerial decisions and actions that affect the performance and survival of business enterprises. The course is focused on the information, analyses, organizational processes, and skills and business judgment managers must use to devise strategies, position their businesses, define firm boundaries and maximize long-term profits in the face of uncertainty and competition. Strategic Management is an integrative and interdisciplinary course. It assumes a broad view of the environment that includes buyers, suppliers, competitors, technology, the economy, capital markets, government, and global forces and views the external environment as dynamic and characterized by uncertainty

#### **BUSN430 Statistics for Managers**

This course examines how managers use data for systematic business problem-solving. Topics include collecting data, describing and presenting data, probability, statistical inference, regression analysis, forecasting and risk analysis. Special emphasis will be given to computer techniques, especially using Microsoft Excel, for statistical analysis and problem-solving. Common business processes and business skills practiced are gathering and organizing data, quantitative data analysis, forecasting, decision-making under uncertainty and communicating or presenting results.



## Career Development Courses

### **CDEV119 Career Development Seminar**

The Career Development Seminar is designed to provide students with academic, industry, career, and time-management skills necessary to succeed in college and in their chosen industry. Topics include strategies for college success, resume and interviewing skills, explanation of common benefits packages, relocation research skills, and industry shadowing exercises.

### **CDEV219 Career Development Internship (AAB)**

Internship is a cooperative venture between the industry and the college to provide students with the opportunity to practice curricular skills in a industry setting. Skills learned in the classroom will be utilized and reinforced under the supervision of industry professionals. Students must maintain a regular internship schedule and complete all required hours. Students will participate in regular internship reviews with their Department Chair and Career Services.

### **CDEV319 – Portfolio and Career Development**

Portfolio and Career Development prepares students for the transition from student to design professional. Topics will include the execution of professional oriented activities such as contract development, resume writing, and client presentations. Emphasis is placed on developing and presenting a portfolio that is targeted to either the job search or continuing studies.

### **CDEV419 Career Development Internship (BS/BFA)**

Internship is a cooperative venture between the industry and the college to provide students with the opportunity to practice curricular skills in a industry setting. Skills learned in the classroom will be utilized and reinforced under the supervision of industry professionals. Students must maintain a regular internship schedule and complete all required hours. Students will participate in regular internship reviews with their Department Chair and Career Services.

## Developmental Courses

No credits are given toward degrees/certificates for developmental courses. There is no letter grade earned—developmental courses are PASS/FAIL. There is a two-credit tuition charge for each, except X012 which has a three-credit tuition charge.

### **X012 Developmental English**

The course is a detailed course focusing on spelling, grammar, punctuation, and writing structures (improvement of sentence and paragraph structure) necessary to succeed in today's competitive global market. Class lectures, group discussions, and real-world application assignments serve as a prerequisite for English Writing.

### **X021 Developmental Mathematics**

A basic overview of simple arithmetic. In-class drills, homework, and exams prepare students for MTH143. Placement in this course is dependent on the entrance exam, SAT or ACT test scores.

### **X041 Intro to Computers**

A study of basic computer terminology, procedures and software application of Windows programs. This course must be taken in the first semester.

# CONTINUING EDUCATION

## Course Descriptions



### Continuing Education

In addition to the subjects offered in our degree programs, the college offers a number of subjects for those interested in gaining new skills or advancing their careers. A listing of these subjects can be found on the college website ([www.thencc.edu](http://www.thencc.edu)). Since the time and extent of these offerings are subject to change from semester to semester, it is recommended to contact the College Admissions Department prior to registration.

Currently enrolled students in Associate Degree or Bachelor Degree Programs are eligible to take these courses as enrichment if, in a particular semester, they have received prior approval from the Registrar's office. Students are cautioned that these subjects may not be substituted for the credits used to fulfill any requirements of the Associate Degree or Bachelor Degree Programs. Students currently enrolled in a degree program have first consideration regarding enrollment in all classes.

### Non-Degree Seeking

Those that do not want to become a matriculated student, but wish to take a course that is part of one of The North Coast College's degree programs, may do so as a non-degree seeking student. The enrollment form can be obtained from the Registrar's Office for this option. Financial aid is not available to these students and tuition is due in full at the time of registration.







## **Business Administration with a concentration in Fashion Merchandising**

Fashion Buyer - Merchandising Manager - Visual Merchandiser - Retail Store Manager -  
Department Manager - Fashion Stylist - Planner/Allocator - Product Developer

[www.TheNCC.edu](http://www.TheNCC.edu)



## Business Administration with a concentration in Fashion Merchandising - BS: PROGRAM OUTLINE

120 Total Semester Credit Hours / 48 months for the Fashion Merchandising BS Program

Upon Completion a Bachelor of Business is Awarded

| SEMESTER 1:   | Credit Hours | SEMESTER 3:   | Credit Hours | SEMESTER 5:   | Credit Hours | SEMESTER 7:   | Credit Hours |
|---|--------------|---|--------------|---|--------------|---|--------------|
| <b>ARTS103</b> Color Theory and Design Principles . . . . .       | 3            | <b>BUSN220</b> Business Finance . . . . .                                   | 3            | <b>HUM316</b> History of Art II . . . . .                           | 3            | <b>BUSN410</b> Managing Growth and Failure . . . . .      | 3            |
| <b>CDEV119</b> Career Development Seminar I . . . . .             | 3            | <b>BUSN280</b> Entrepreneurship and Entrepreneurial Opportunities . . . . . | 3            | <b>MTH343</b> Functional Math . . . . .                             | 3            | <b>BUSN420</b> Strategic Management . . . . .             | 3            |
| <b>ENGL101</b> Foundation of Written Communication . . . . .      | 3            | <b>SS221</b> Emotional Intelligence . . . . .                               | 3            | <b>SS370</b> Organizational Behavior . . . . .                      | 3            | <b>BUSN430</b> Statistics for Managers . . . . .          | 3            |
| <b>MTH143</b> Foundations of Quantitative Literacy . . . . .      | 3            | <b>FASM274</b> Visual Merchandising . . . . .                               | 3            | <b>FASH310</b> Fashion Branding . . . . .                           | 3            | <b>SCI401</b> Neuroscience of Creativity . . . . .        | 3            |
| <b>FASH141</b> Introduction to Fashion . . . . .                  | 3            | <b>FASM298</b> Planning and Allocation . . . . .                            | 3            | <b>FASM386</b> Fashion Product Development . . . . .                | 3            | <b>Fashion Elective</b> . . . . .                         | 3            |
| SEMESTER 2:   | Credit Hours | SEMESTER 4:   | Credit Hours | SEMESTER 6:   | Credit Hours | SEMESTER 8:   | Credit Hours |
| <b>BUSN101</b> Principles of Marketing . . . . .                  | 3            | <b>BUSN210</b> Financial Accounting for Entrepreneurs . . . . .             | 3            | <b>CUL310</b> Idea Generation and Applied Creativity . . . . .      | 3            | <b>CDEV419</b> Career Development: Internship . . . . .   | 3            |
| <b>ENGL102</b> Verbal Communications of Visual Concepts . . . . . | 3            | <b>HUM216</b> History of Art I . . . . .                                    | 3            | <b>SCI301</b> Physics & Art . . . . .                               | 3            | <b>SS450</b> Globalization . . . . .                      | 3            |
| <b>FASH102</b> Textiles . . . . .                                 | 3            | <b>FASH207</b> Fashion Writing, Blogging & Criticisms . . . . .             | 3            | <b>FASH300</b> Consumer Behavior . . . . .                          | 3            | <b>FASM450</b> Fashion Merchandising (Capstone) . . . . . | 3            |
| <b>FASH164</b> Quantitative Retail Math . . . . .                 | 3            | <b>FASM205</b> Fashion Buying and Merchandising . . . . .                   | 3            | <b>FASH336</b> Social Responsibility in the Global Market . . . . . | 3            | <b>General Education Elective</b> . . . . .               | 3            |
| <b>FASH171</b> Principles of Retailing . . . . .                  | 3            | <b>FASM261</b> Retail Store Planning and Design . . . . .                   | 3            | <b>General Education Elective</b> . . . . .                         | 3            | <b>Fashion Elective</b> . . . . .                         | 3            |

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## FASHION MERCHANDISING

Creativity is the driving force of economic progress and the decisive source of competitive advantage in today's economy.

The NCC's fashion merchandising student will develop an appreciation for the Creative Economy's rapidly evolving marketplace and its pragmatic insistence upon manageable innovation, idea generation, and the unlimited power of collaboration.

The Fashion Merchandising program's expansive overview simulates the industry's convergence of business and design by offering course options to span the wide range of career possibilities from buying, visual merchandising, marketing, retail design, product development, product production, corporate retail, and small business ownership.

## FASHION MERCHANDISING - AAB: PROGRAM OUTLINE

60 Total Semester Credit Hours / 24 months for

Fashion Merchandising AAB Program

Upon Completion an Associate of Applied Science is Awarded

| SEMESTER 1:  | Credit Hours | SEMESTER 3:   | Credit Hours |
|--|--------------|---|--------------|
| <b>ARTS103</b> Color Theory and Design Principles . . . . .      | 3            | <b>SS221</b> Emotional Intelligence . . . . .             | 3            |
| <b>CDEV119</b> Career Development Seminar I . . . . .            | 3            | <b>FASM274</b> Visual Merchandising . . . . .             | 3            |
| <b>ENGL101</b> Foundation of Written Communication . . . . .     | 3            | <b>FASM298</b> Planning and Allocation . . . . .          | 3            |
| <b>MTH143</b> Foundations of Quantitative Literacy . . . . .     | 3            | <b>Fashion Elective</b> . . . . .                         | 3            |
| <b>FASH141</b> Introduction to Fashion . . . . .                 | 3            | <b>Fashion Elective</b> . . . . .                         | 3            |
| SEMESTER 2:  | Credit Hours | SEMESTER 4:   | Credit Hours |
| <b>BUSN101</b> Principles of Marketing . . . . .                 | 3            | <b>CDEV219</b> Career Development: Internship . . . . .   | 3            |
| <b>ENGL102</b> Verbal Communication of Visual Concepts . . . . . | 3            | <b>FASM205</b> Fashion Buying and Merchandising . . . . . | 3            |
| <b>FASH102</b> Textiles . . . . .                                | 3            | <b>FASM261</b> Retail Store Planning and Design . . . . . | 3            |
| <b>FASH164</b> Quantitative Retail Math . . . . .                | 3            | <b>FASM386</b> Fashion Product Development . . . . .      | 3            |
| <b>FASH171</b> Principles of Retailing . . . . .                 | 3            | <b>Fashion Elective</b> . . . . .                         | 3            |

## Course Descriptions

### **FASH141 Intro to Fashion**

The purpose of this course is to introduce students to the many facets of the fashion industry from concept to consumer

### **FASH102 Textiles**

This course is designed to give students an in-depth examination of fibers, yarns, fiber performance properties and fabric construction

Prerequisite: FASH141 Intro to Fashion

### **FASH164 Quantitative Retail Math**

This course is designed to introduce the student to the multi-faceted world of contemporary business and accounting practices.

Prerequisite: X041 Intro to Computers and FASH141 Intro to Fashion

### **FASH171 Principles of Retailing**

This course is designed to introduce students to the various levels of retailing and the principles that govern them.

Prerequisite: FASH141 Intro to Fashion (or taken concurrently)

### **FASM205 Fashion Buying & Merchandising**

This course is designed to learn the fundamentals of fashion buying through the examination and analysis of current buying practices and techniques.

Prerequisite: FASM298 Planning & Allocation

### **FASH207 Fashion Writing Blogging & Criticisms**

The purpose of this course is to support critical and creative thinking, fostering the improvement of oral and written communication skills.

Prerequisite: ENGL102 Verbal Communication of Visual Concepts

### **FASM274 Visual Merchandising**

This class will introduce students to visual merchandising and environmental design and explore the design basics required for effective merchandise presentation.

Prerequisite: FASH141 Intro to Fashion and FASH171 Principles of Retailing

### **FASM298 Planning & Allocation**

This course is designed to introduce students to the principles and techniques that retailers use to set and maintain sales and inventory performance goals

Prerequisite: FASH164 Quantitative Retail Math

### **FASM261 Retail Store Planning & Design**

The course is designed to expose students to the process of designing retail environments.

Prerequisite: FASM274 Visual Merchandising

### **FASH310 Fashion Branding**

This course is designed to understand the fundamentals of branding for luxury and mass markets

Prerequisite: FASH171 Principles of Retailing

### **FASH336 Social Responsibility in the Global Market**

This course is designed to evaluate how political, social, technological, and economic trends influence sourcing for the domestic and global markets.

### **FASM386 Fashion Product Development**

Students will learn the theories of product development with those of product costing to analyze garments regarding construction, fabrication, and costing.

Prerequisite: FASM205 Fashion Buying & Merchandising and FASH102 Textiles

### **FASM450 Fashion Merchandising Capstone**

This course is designed to allow students to participate in an experiential project where they create a retail store brand from inception to production.

Prerequisite: Final Semester Standing

## Fashion Electives

### **FASM414 Fashion Show Production**

### **FASD227 History of Costume**

### **FASK425 Promotional Initiatives**

### **FASD100 Industrial Sewing & Pressing Techniques Sewing Fundamentals I**

### **FASD135 Patternmaking**

### **FASD235 Techniques of Tailoring I**

### **FASD236 Techniques of Tailoring II**

### **BUSN210 Financial Accounting for Entrepreneurs**

### **BUSN220 Business Finance**

### **BUSN280 Entrepreneurship and Entrepreneurial Opportunitie**







# GRAPHIC DESIGN

Brand Identity/Logo Designer - Marketing & Advertising Designer - UX/UI/Web Designer -  
Publication Designer - Packaging Designer - Environmental Designer -  
Photographer/Video Production Artist - Motion Graphics Designer/Animator

[www.TheNCC.edu](http://www.TheNCC.edu)



## GRAPHIC DESIGN - BFA: PROGRAM OUTLINE

120 Total Semester Credit Hours/ 48 months for the Graphic Design BFA Program

Upon Completion a Bachelor of Fine Arts is Awarded

| SEMESTER 1:   | Credit Hours | SEMESTER 3:   | Credit Hours | SEMESTER 5:  | Credit Hours | SEMESTER 7:   | Credit Hours |
|---|--------------|---|--------------|--|--------------|---|--------------|
| <b>ARTS103</b> Color Theory and Design Principles . . . . .       | 3            | <b>CUL310</b> Idea Generation and Applied Creativity . . . . .                              | 3            | <b>BUSN210</b> Financial Accounting for Entrepreneurs. . . . .                         | 3            | <b>BUSN280</b> Entrepreneurship and Entrepreneurial Opportunities. . . . .                      | 3            |
| <b>CDEV119</b> Career Development Seminar I. . . . .              | 3            | <b>MTH343</b> Functional Math . . . . .   | 3            | <b>SS370</b> Organizational Behavior. . . . .  | 3            | <b>SCI401</b> Neuroscience of Creativity . . . . .  | 3            |
| <b>ENGL101</b> Foundation of Written Communication . . . . .      | 3            | <b>GDES204</b> Graphic Design: Primer (Typography) . . . . .                                | 3            | <b>GDES310</b> Graphic Design: Insights (Product & Packaging) . . . . .                | 3            | <b>GDES410</b> Graphic Design: Insights (Signage, Wayfinding and Environmental Design). . . . . | 3            |
| <b>GDES103</b> Graphic Design: Preparation . . . . .              | 3            | <b>GDES224</b> Graphic Design: Insights (Logos, Symbols, and Icons) . . . . .               | 3            | <b>GDES320</b> Digital Video: Insights (Motion Graphics) . . . . .                     | 3            | <b>GDES420</b> Digital Video: Insights (Short Film & Documentary) . . . . .                     | 3            |
| <b>GDES105</b> Graphic Design: Incubation . . . . .               | 3            | <b>GDES237</b> Digital Video: Primer (Cinematography, Lighting, and Sound) . . . . .        | 3            | <b>GDES321</b> Graphic Design: Evaluation (Portfolio & Capstone Preparation) . . . . . | 3            | <b>Graphic Design Elective</b> . . . . .  | 3            |
| SEMESTER 2:   | Credit Hours | SEMESTER 4:   | Credit Hours | SEMESTER 6:  | Credit Hours | SEMESTER 8:   | Credit Hours |
| <b>ENGL102</b> Verbal Communications of Visual Concepts . . . . . | 3            | <b>BUSN101</b> Principles of Marketing . . . . .  | 3            | <b>SCI301</b> Physics & Art . . . . .  | 3            | <b>CDEV419</b> Career Development: Internship . . . . .   | 3            |
| <b>MTH143</b> Foundations of Quantitative Literacy . . . . .      | 3            | <b>HUM316</b> History of Art II . . . . .   | 3            | <b>GDES311</b> Graphic Design: Insights (Writing for Engagement) . . . . .             | 3            | <b>SS450</b> Globalization . . . . .  | 3            |
| <b>HUM216</b> History of Art I . . . . .                          | 3            | <b>SS221</b> Emotional Intelligence . . . . .   | 3            | <b>GDES315</b> Graphic Design: Insights (Designing for Interaction) . . . . .          | 3            | <b>GDES440</b> Graphic Design: Elaboration (Personal Branding & Portfolio Completion) . . . . . | 3            |
| <b>GDES102</b> Digital Video: Preparation . . . . .               | 3            | <b>GDES210</b> Graphic Design: Insights (Advertising & Business Graphics) . . . . .         | 3            | <b>General Education Elective</b> . . . . .  | 3            | <b>GDES450</b> Graphic Design: Evolution (Capstone) . . . . .                                   | 3            |
| <b>GDES110</b> Digital Video: Incubation . . . . .                | 3            | <b>GDES220</b> Digital Video: Insights (Commercial Media & Corporate Productions) . . . . . | 3            | <b>Graphic Design Elective</b> . . . . .   | 3            | <b>General Education Elective</b> . . . . .   | 3            |

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## GRAPHIC DESIGN

Creativity is the driving force of economic progress and the decisive source of competitive advantage in today's economy.

The NCC's graphic design student will develop an appreciation for the Creative Economy's rapidly evolving marketplace and its pragmatic insistence upon manageable innovation, idea generation, and the unlimited power of collaboration.

The graphic design program's expansive overview stimulates the convergence of business and design, developing industry standard skills in print design, web design, mobile & responsive design, environmental design, digital video production, and motion graphics.



## Course Descriptions

The North Coast College's graphic design program is the only graphic design program in the country that covers all major facets of the graphic design industry all in one program. It covers print design, web design, mobile & responsive design, environmental design, digital video production, and motion graphics . . . from idea generation to concept development, design and development, pre-production, post-production, and distribution.

### **GDES103 Graphic Design: Preparation**

History of Graphic Design / Graphic Design Fundamentals

This course describes the foundation and history of the Graphic Design industry from "then to now". Students will gain a clear and thorough understanding of the Graphic Design field. Students will also learn how to become visual communications experts, creative problem solvers, and results-oriented professionals. By developing a timeline and action plan; students will set SMART goals for a successful career in Graphic Design.

### **GDES105 Graphic Design: Incubation**

Concept Development Processes for Print & Web Design

It's about creating options, recognizing the possibilities, solving the issues and making the right design choices.

This course is about the concept development process for print and web design. Students will learn how to design unique, practical solutions for print collateral, web and/or mobile sites based on the needs and preferences of their intended audience. Students will learn the anatomy of a print and web page and some basic coding will also be covered. Interpret, visualize and design for ease of engagement and optimal results in both print and web.

Prerequisite: GDES103 Graphic Design: Preparation (may be taken concurrently)

### **GDES102 Digital Video: Preparation**

History of Film & Digital Video / Digital Video Production Fundamentals

This course describes the foundation and history of the Video Production industry from "then to now". Students will gain a clear and thorough understanding of the Video Production field. Students will also learn how to become visual storytellers, creative problem solvers, and results-oriented professionals. By developing a timeline and action plan; students will set SMART goals for a successful career in Digital Video Production.

### **GDES110 Digital Video: Incubation**

Concept Development Processes for Film & Digital Video Production

This course covers techniques and approaches for developing original documentary, narrative and commercial media projects. With an emphasis on narrative theory, documentary theory and story structure, students will learn the various approaches, steps and processes that go into story development. In addition, on-set fundamentals will be covered; students will learn key roles on a film set as well as the responsibilities and tools associated with each role.

Prerequisite: GDES102 Digital Video: Preparation (may be taken concurrently)

### **GDES204 Graphic Design: Primer (Typography)**

Typography and Visual Hierarchy as the foundation for great design

An in-depth examination of the role typography plays in design. Understanding the laws that govern great typographic choices will enhance a designer's ability to deliver a message that is impactful, focused, and easy to understand. In addition, students will master the art and science of visual hierarchy, which will help them deliver the right message in its intended order of importance.

Prerequisite: GDES105 Graphic Design: Incubation (may be taken concurrently)

### **GDES224 Graphic Design: Insight (Logos, Symbols, and Icons)**

Principles of Logo, Symbol, and Icon Design / Logo, Symbol, and Icon Design Tools and Techniques

An in-depth examination of the logo, symbol, and icon design process. Students will focus on the design and execution of a series of original symbols and icons, and an original logo design.

Prerequisite: GDES204 Graphic Design: Primer – Typography (may be taken concurrently)

**There is no elevator to success. You have to take the stairs.**

~ Zig Ziglar



# GRAPHIC DESIGN

## Course Descriptions

### **GDES237 Digital Video: Primer (Cinematography, Lighting, and Sound)**

Cinematography, Lighting, and Sound Design as the foundation for great video production

An in-depth examination of lighting and video techniques for Digital Video/Film production. Students will learn techniques to solve challenging lighting scenarios, like the green screen video process and how to produce a multi layered digital composite, as well as create art inspired lighting and cinematography. In addition, students will be introduced to audio production, learn how to fix and enhance audio, record dialogue and create dynamic audio podcasts using industry standard tools and software.

Prerequisite: GDES105 Digital Video: Incubation (may be taken concurrently)

### **GDES210 Graphic Design: Insights (Advertising Design & Business Graphics)** Advertising Design and Business Graphics foundations for Print, Web, & Mobile

**PART 1:** An overview of the principles, processes, and procedures that govern great advertising design. Students will focus on the design and execution of original ad campaigns.

**PART 2:** An overview of the principles, processes, and procedures that govern great business graphics design. Students will focus on the design and execution of an original business stationary system, media kit, and process graphics.

Prerequisite: GDES204 Graphic Design: Primer – Typography (may be taken concurrently)

### **GDES220 Digital Video: Insights (Commercial Media, Corporate Productions)** Digital Video Production for Advertising and Business

**PART 1:** An overview of Video/Film Recording, framing and studio lighting techniques within the context of Commercial Media productions.

**PART 2:** An overview of Video/Film Recording, framing and studio lighting techniques within the context of Corporate Productions such as Interviews and Events.

Students will learn in-studio techniques, on-location lighting strategies, and the art of editing using industry standard software. Students will learn to communicate concepts effectively through video via the practice of arranging media clips on a timeline using transitions, filters, effects, motion, sound, and rhythm.

Prerequisite: GDES237 Digital Video: Primer – Cinematography, Lighting, and Sound (may be taken concurrently)

### **GDES310 Graphic Design: Insights (Product & Packaging)** Product Label and Package Design processes and procedures

An overview of the product label and package design process. Students will focus on the design and execution of original product labels and package designs.

Prerequisite: GDES204 Graphic Design: Primer – Typography (may be taken concurrently)

### **GDES320 Digital Video: Insights (Motion Graphics)** The Art of Motion Graphics for Video Production

An overview of motion graphics and visual effects for digital video projects with effects, filters, presets, scripts, plug-ins, particle generators, and text/object animation, using industry standard software.

Prerequisite: GDES237 Digital Video: Primer – Cinematography, Lighting, and Sound (may be taken concurrently)

### **GD321 Graphic Design & Digital Video: Evaluation (Portfolio/ Capstone Preparation)** Personal Brand Identity / Capstone Selection & Concept Development

Students will explore and analyze the possibilities for the design and development of a personal brand, professional portfolio, and/or demo reel. In addition, students will learn methods and techniques that create a polished presentation of their work. Decisions will be made on content selection, strategy and structure of original print design, web design, and video production examples to be presented in the student's final professional portfolio and/or demo reel.

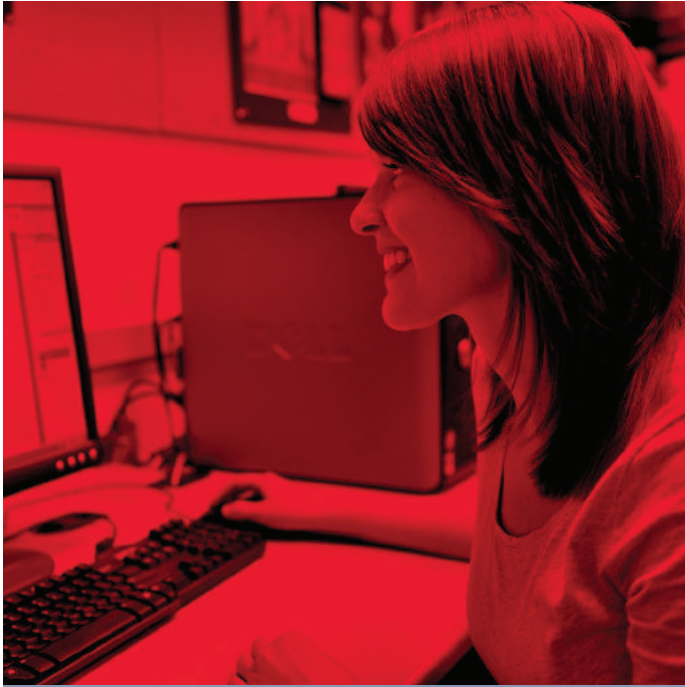
Prerequisite: GDES237 Digital Video: Primer – Cinematography, Lighting, and Sound / GDES204 Graphic Design: Primer – Typography

### **GDES311 Graphic Design: Insights (Writing for Engagement)** Writing dynamic and engaging content for Web & Social Media

**PART 1:** An overview of key content development techniques specifically designed for web. Students will focus on the creation of dynamic, engaging, and user focused content to enhance Search Engine Optimization (SEO)

**PART 2:** An overview of key content development techniques specifically for social media. Students will learn the art of writing great social media content that will both engage, enlighten, and build their personal or professional audiences.

Prerequisite: GDES204 Graphic Design: Primer – Typography (may be taken concurrently)



### **GDES315 Graphic Design: Insights (Designing for Interaction)** Dynamic Web Design & Development Across Multiple Devices

PART 1: In this course we will look beneath the surface of a web page to get a better understanding of its underlying code structure.

PART 2: A deeper dive into techniques and considerations for designing across multiple devices.

Prerequisite: GDES204 Graphic Design: Primer – Typography  
(may be taken concurrently)

### **GDES410 Graphic Design: Insights** (Signage, Wayfinding, and Environmental Design) Signage, Wayfinding, and Environmental Design processes and procedures

PART 1: An overview of information architecture techniques in regard to Signage and Wayfinding design. Students will focus on the design and development of signage and wayfinding system.

PART 2: An overview of the context and considerations in regard to Environment Design. Students will focus on the design and development of an original Environmental Design solution.

Prerequisite: GDES204 Graphic Design: Primer – Typography  
(may be taken concurrently)

### **GDES420 Digital Video: Insights** (Short Film/Documentary) Digital Video Production for Short Films and Documentaries

PART 1: An overview of Video/Film Recording, framing and studio lighting techniques within the context of Short Film Production.

PART 2: An overview of Video/Film Recording, framing and studio lighting techniques within the context of Documentary Film Production.

Students will learn in-studio techniques, on-location lighting strategies, and the art of editing using industry standard software. Students will learn to communicate concepts effectively through video via the practice of arranging media clips on a timeline using transitions, filters, effects, motion, sound, and rhythm.

Prerequisite: GDES237 Digital Video: Primer – Cinematography, Lighting, and Sound (may be taken concurrently)

### **GDES440 Graphic Design: Elaboration** (Personal Branding & Portfolio Completion) Personal Brand Identity / Print & Web Portfolio Completion

PART 1: Students will design and develop a brand mark that communicates their unique creative vision and professional values and apply that brand mark to their professional brand collateral (business card, resume, and portfolio website.) Finally, students will learn and develop the personal and professional character attributes consistent with and supportive of their vision and values.

PART 2: Students will complete their professional print and web portfolios, filled with examples of their best print, web, and video work, which will be used to demonstrate their industry knowledge and skills for

Prerequisite: Successful completion of 5 Graphic Design: Insights and 3 Digital Video: Insight courses.

### **GDES450 Graphic Design and/or Digital Video: Evolution** (Capstone) Personal Brand Identity / Print & Web Portfolio Completion

Student will develop and complete their capstone project(s). All aspects of production will be reviewed and assessed for each phase of development.

Prerequisite: Successful completion of 5 Graphic Design: Insights and 3 Digital Video: Insight courses.

# GRAPHIC DESIGN

## Electives & Software Development

### Graphic Design Electives

#### **GDES331 Graphic Design: Focus (Animation)**

Principles of Illustration / Traditional Illustration Tools and Techniques

PART 1: An overview of the basic principles of animation and a variety of traditional animation tools and techniques. Students will learn the foundations of animation, going from concept to completion.

PART 2: An overview of the basic principles of digital animation and a variety of digital animation tools and techniques. Students will learn the foundations of computer animation, going from concept to completion. They will learn how to use industry standard hardware and software to concept, develop, edit, enhance, and finalize a variety of original digital animations.

Prerequisite: GDES105 Graphic Design: Incubation (may be taken concurrently)

#### **GDES341 Graphic Design: Focus (Illustration)**

Principles of Illustration / Traditional & Digital Illustration Tools and Techniques

PART 1: An overview of the basic principles of illustration and a variety of traditional illustration tools and techniques. Students will learn the foundations of illustration, going from concept to completion.

PART 2: An overview of the basic principles of digital illustration and a variety of digital illustration tools and techniques. Students will learn the foundations of computer illustration, going from concept to completion. They will learn how to use industry standard hardware and software to concept, develop, edit, enhance, and finalize a variety of original digital illustrations.

Prerequisite: GDES105 Graphic Design: Incubation (may be taken concurrently)

#### **GDES351 Graphic Design: Focus (Apparel Design)**

Principles of Apparel Design and Screen-Printing Fundamentals

PART 1: An overview of screen-printing fundamentals, processes, procedures, tools, and design set up. Students will learn about the apparel design business from some local screen-printing heroes, such as: Jeff Finley (Author of Thread Is Not Dead) and Mike Kubinski (Founder of CLE Clothing and The North Coast College Graphic Design Alumnus)

PART 2: A continuation of Apparel Design 1. Students will learn advanced apparel design, printing, and production techniques. Students will apply learned skill in the creation, branding, and marketing of an original line of printed tees.

Prerequisite: GDES204 Graphic Design: Primer – Typography (may be taken concurrently)

### Software Development Schedule

#### **SEMESTER 1**

Graphic Design

Introduction to industry standard graphic design hardware and software: Computer/Laptop Specs, Wacom Drawing Tablets, and the four Adobe Graphic Design Pillars; Illustrator, Photoshop, InDesign, Dreamweaver

Digital Video Production

Introduction to industry standard digital video production hardware and software: Computer/Laptop Specs, the Blackmagic Pocket Cinema Camera 4K, and the four Adobe Video Production Pillars; Premiere, After Effects, Audition, Media Encoder

#### **SEMESTER 2**

Graphic Design

Beginners level application of Illustrator, Photoshop, InDesign, and Dreamweaver.

Digital Video Production

Beginners level application of Premiere, After Effects, Audition, and Media Encoder.

#### **SEMESTER 3**

Graphic Design

Intermediate level application of Illustrator, Photoshop, InDesign, and Dreamweaver.

Digital Video Production

Intermediate level application of Premiere, After Effects, Audition, and Media Encoder.

#### **SEMESTER 4**

Graphic Design

Advanced level application of Illustrator, Photoshop, InDesign, and Dreamweaver.

Digital Video Production

Advanced level application of Premiere, After Effects, Audition, and Media Encoder.

#### **SEMESTERS 5-8**

Graphic Design & Digital Video Production

Mastery of all industry standard software



# INTERIOR DESIGN

Residential Designer - Commercial Designer - Kitchen & Bath Designer - Sustainability Designer -  
Manufacturer's Representative - Project Manager - Facility Manager - Showroom Manager

[www.TheNCC.edu](http://www.TheNCC.edu)



## INTERIOR DESIGN - BFA: PROGRAM OUTLINE

120 Total Semester Credit Hours / 48 months for the Interior Design BFA Program

Upon Completion a Bachelor of Fine Arts is Awarded

| SEMESTER 1:   | Credit Hours | SEMESTER 3:  | Credit Hours | SEMESTER 5:   | Credit Hours | SEMESTER 7:   | Credit Hours |
|---|--------------|--|--------------|---|--------------|---|--------------|
| <b>ARTS103</b> Color Theory and Design Principles . . . . .             | 3            | <b>CUL310</b> Idea Generation and Applied Creativity . . . . .         | 3            | <b>BUSN210</b> Financial Accounting for Entrepreneurs . . . . .                                 | 3            | <b>BUSN280</b> Entrepreneurship and Entrepreneurial Opportunities . . . . . | 3            |
| <b>CDEV119</b> Career Development Seminar I . . . . .                   | 3            | <b>MTH343</b> Functional Math . . . . .                                | 3            | <b>SS370</b> Organizational Behavior . . . . .  | 3            | <b>SCI401</b> Neuroscience of Creativity . . . . .                          | 3            |
| <b>ENGL101</b> Foundation of Written Communication . . . . .            | 3            | <b>INTD201</b> Digital Presentation Techniques for Interiors . . . . . | 3            | <b>INTD302</b> Digital Presentation Techniques for Interiors II . . . . .                       | 3            | <b>INTD402</b> Codes for Interiors . . . . .                                | 3            |
| <b>INTD101</b> Introduction to Interior Design . . . . .                | 3            | <b>INTD221</b> Space Planning Process and Application . . . . .        | 3            | <b>INTD369</b> Lighting . . . . .   | 3            | <b>INTD463</b> Interior Design Studio III . . . . .                         | 3            |
| <b>INTD104</b> Architectural Drawing and Sketching Techniques . . . . . | 3            | <b>Interior Design Elective</b> . . . . .                              | 3            | <b>INTD397</b> Building Information Modeling Process / REVIT Architectural Essentials . . . . . | 3            | <b>Interior Design Elective</b> . . . . .                                   | 3            |
| SEMESTER 2:   | Credit Hours | SEMESTER 4:  | Credit Hours | SEMESTER 6:   | Credit Hours | SEMESTER 8:   | Credit Hours |
| <b>ENGL102</b> Verbal Communications of Visual Concepts . . . . .       | 3            | <b>BUSN101</b> Principles of Marketing . . . . .                       | 3            | <b>SCI301</b> Physics & Art . . . . .   | 3            | <b>CDEV419</b> Career Development: Internship . . . . .                     | 3            |
| <b>MTH143</b> Foundations of Quantitative Literacy . . . . .            | 3            | <b>HUM316</b> History of Art II . . . . .                              | 3            | <b>INTD317</b> Building Systems and Detailing for Interior Designers . . . . .                  | 3            | <b>SS450</b> Globalization . . . . .  | 3            |
| <b>HUM216</b> History of Art I . . . . .                                | 3            | <b>SS221</b> Emotional Intelligence . . . . .                          | 3            | <b>INTD330</b> Sustainable Design for Interior Environments . . . . .                           | 3            | <b>INTD405</b> Global Philosophy in Interior Design . . . . .               | 3            |
| <b>INTD115</b> History of Architectural Interiors . . . . .             | 3            | <b>INTD250</b> Materials & Methods . . . . .                           | 3            | <b>INTD362</b> Interior Design Studio II . . . . .  | 3            | <b>INTD464</b> Interior Design Studio IV . . . . .                          | 3            |
| <b>INTD198</b> Digital Architectural Drawings . . . . .                 | 3            | <b>INTD261</b> Interior Design Studio I . . . . .                      | 3            | <b>General Education Elective</b> . . . . .   | 3            | <b>General Education Elective</b> . . . . .                                 | 3            |

Reg #71-02-0169T

## INTERIOR DESIGN

Creativity is the driving force of economic progress and the decisive source of competitive advantage in today's economy.

TheNCC's interior design student will develop an appreciation for the Creative Economy's rapidly evolving marketplace and its pragmatic insistence upon manageable innovation, idea generation, and the unlimited power of collaboration.

The interior design program's expansive overview stimulates the convergence of business and design, developing industry standard skills in residential and commercial design, including specialized Kitchen and Bath design.

## Course Descriptions

### **INTD101 Introduction to Interior Design**

Students are introduced to a comprehensive understanding of the design profession including its history, customer base, operations, trends, and the direction of this ever-changing field; in addition to presenting interior design issues such as environmental, global, social, technical and aesthetic considerations. This course includes lectures, discussions and drawing exercises encompassing the elements and principles of design, design theory, and the phases of the design process. Design application projects further explore the interior design profession, which helps the student identify their career path within the diverse options of the industry.

### **INTD104 Architectural Drawings and Sketching Techniques**

This studio course presents the concept of graphic communication techniques used by the interior design professional. Students practice hand drafting and construction drawing documentation, field measuring techniques, lettering, basics of perspective drawing and rendering techniques in a variety of media. The course investigates schematics graphics as a tool to the designer in developing design ideas for conceptual studies, space planning and documenting solutions, as well as historic observations through drawings. Students learn rapid illustration and sketching techniques in various media and maintain a sketchbook journal. Analysis of drawings, critiques and classroom discussions build design vocabulary and enhance the students' understanding of value drawing in several aspects of design process.

### **INTD115 History of Architectural Interiors**

A review of ancient civilization design leads the course in the investigation of how culture, social, geography, religion, technology, and political factors influence design. This course surveys significant developments in architecture and design of global civilizations from 18th century to contemporary examples. Students will become familiar with key facilitators of various design movements, and will develop the ability to analyze features of design within the context of commonly defined attributes of each style. This course examines the context and major ideas that have shaped interior spatial design practices including an emphasis on the history of furniture of the different eras.

Prerequisite: History of Art I or taken concurrently

### **INTD198 Digital Architectural Drawings**

This course prepares the students for examination and integration of architectural software to support the development of design solutions within the interior design practice. Course work covers fundamentals of AutoCAD as a drafting tool to produce 2D drawings for interior design applications. Other software can be introduced to stay current with industry standards.

Prerequisite: INTD104 Architectural Drawings and Sketching Techniques

### **INTD221 Space Planning Process and Application**

This studio course explores the concepts and methods of programming and planning design solutions to problems for both commercial and residential spaces including kitchens and baths. Students will use a sequence of tasks to analyze, organize and interpret the project given, creating practical, safe and comfortable spaces that serve their intended purposes. Students will incorporate knowledge of design theory and principles, investigate human behavior and ergonomics, examine universal design, and apply standards of barrier-free (ADA) and related codes and constraints.

Prerequisite: INTD104 Architectural Drawings and Sketching Techniques

### **INTD201 Digital Presentation and Techniques for Interiors I**

This studio course introduces digital design tools and software applications used to enhance communication of design concepts and solutions. Students will learn basic tools and techniques along with scanning and digitizing images, rendering effective 2-D and 3-D drawings. The course introduces a variety of software used in the business.

Prerequisite: INTD104 Architectural Drawings and Sketching Techniques  
Can be taken in conjunction with INTD 198 Digital Architectural Drawing

### **INTD250 Materials and Methods**

This course examines building materials, finishes and furnishings used in interior applications. Proper construction, specification, application, and composition for surface materials (includes textiles) and furnishings are examined through a series of lectures, discussions, guest speakers, demonstrations, class projects, research assignments and field trips. Topics are studied with consideration for environmental impact, health and safety, and potential contribution to the design of architectural interiors. The effort is organized around the criteria for specifying materials and finishes using the Construction Specifications Institute (CSI) Master Format as well as Furniture, Furnishings and Equipment (FF&E) standards, specification and procurement.

Prerequisite: INTD101 Introduction to Interior Design

**Use your creativity to manipulate space and provide safe, functional and aesthetically pleasing environments.**

~ Cristina McCarthy, Interior Design Department Chair

# INTERIOR DESIGN

## Course Descriptions

### **INTD261 Interior Design Studio I**

This studio course includes a residential plan and program. Students explore critical thinking, problem solving, conceptual design, schematics and design development phases. Students suggest space planning/ layout with proper furniture arrangement, and selection of fixtures (FF&E), interior finishes, and interior and architectural details (millwork) – including Kitchen and Bath. The studio course guides the student into the development of the creative and technical skill set of a design project. Students will be encouraged to study a historic style as influence on their design and prepare a professional design presentation.

*Prerequisite: INTD221 Space Planning Process and Application*

### **INTD302 Digital Presentation and Techniques for Interiors II**

This studio course introduces additional digital design tools and a variety of software applications used to enhance communication of design concepts and solutions; presentation methods, boards and, digital and web portfolio set up for the interior design profession. Students will be exposed to techniques to produce effective graphic presentation for design projects.

*Prerequisite: INTD201 Digital Presentation and Techniques I*

### **INTD317 Building Systems and Detailing**

Interior designers must understand the aspects of construction to communicate with sub-contractors. This course introduces the study of basic construction systems, including mechanical, electrical, plumbing and finishing components. Students will be introduced to the fundamental principles that govern how buildings are put together and the relationship between design and construction. The studio portion of the course covers an introduction to finish and millwork detailing. The intent is to sensitize the student to the aspects of detailing an interior space. The detailing process illuminates the design intention by defining and refining all facets of the interior environment; i.e. visible and hidden. Practical exercises are used to reinforce learning outcomes.

*Prerequisite: INTD104 Architectural Drawings and Sketching Techniques*

### **INTD330 Sustainable Design for Interior Environments**

This survey course will explore how sustainability affects the interior design profession. Students will be introduced how to integrate the principles of sustainability into design process; how to specify products that embody principles of sustainability; as well as to provide the basis to follow with professional credential testing – LEED.

*Prerequisite: INTD261 Interior Design Studio I*

### **INTD362 Interior Design Studio II**

This studio course is a continuation of a studio problem in interior Design. This course presents a program for a mixed-use space. (i.e. retail and residential). Students work with the architectural shell for the space and

develop complete space planning and furniture layout for the given project; considerable interior styling and detailing required. Emphasis is placed on research and analysis of existing building structure, function and furniture and materials specifications. This is a more complex project than Studio I involving millwork sections, lighting plan, and more complex presentation skills. This course offers to opportunity to add more historic reference to design.

*Prerequisite: ID261 Interior Design Studio I*

### **INTD369 Lighting**

This course covers the basics of lighting layout, lighting types, and the effects of lighting in spaces. Studies include the applications in both residential and commercial settings. Studio projects reviews lighting layout, lighting schedules for both residential and commercial projects.

*Prerequisite: INTD104 Architectural Drawings and Sketching Techniques*

### **INTD397 Building Information Modeling Process / REVIT Architecture Essentials**

The intent of Revit Architecture Essentials is to investigate the principles of Building Information Modeling (BIM) to explore, create, design, and document an interior design project. The aim is to produce complete 3D models, introducing parametric design tools and from that model, create drawings. In this regard, the students will discover special features such as schedules, tags, design options, materials and phasing that emphasize the “I” in BIM. In addition, students will explore the software substantial graphics assist the interior designer to communicate design intentions.

*Prerequisite: INTD198 Digital Architectural Drawings*

### **INTD402 Codes for Interiors**

This lecture course presents the basics of the codes and requirements that are encountered during planning and can directly affect the interior design process of a project. It is intended to provide a sufficient level of history, background and understanding which will enable the student to become a responsible designer in areas related to building codes, regulations and requirements, life safety issues, and accessibility to persons with one or more disabilities.

*Prerequisite: INTD104 Architectural Drawings and Sketching Techniques*

### **INTD405 Global Philosophy in Interior Design**

This course will examine theories and existing research on global perspectives influencing design; design trends; great thinkers of design; influence of technology in 21st century design, among other current topics. Students will focus on global design discussion within the parameters of ecological, socio-economic, human behavior and cultural contexts. Through this course students will have the ability to use their research skills to think creatively and develop their own research and presentation on a variety of philosophy of design issues; including the theory of Evidence-Based Design (EBD) - the process of basing design decisions about the built environment on research to achieve the best long-term outcome. Students will develop an understanding of research methods through coursework and participation in

discoveries of facts about different design directions or specialized areas of design. This course will go through the process of understanding, developing and applying research-based design to a project.

*Prerequisite: INTD261 Interior Design Studio I*

### **INTD463 Interior Design Studio III**

This course will provide students with comprehensive understanding of commercial design in multiple concentrations while enhancing their overall design ability. Students explore design of a commercial floor plan of a given environment. Course will focus on the manipulation of space, including open areas, private offices, meeting rooms, lounge areas, reception station, café areas, restrooms, etc. The approach to interior design expand student understanding, application and communication of selection of appropriate furniture, lighting, technology, materials and finishes for a commercial environment. Communication of the design intent through construction documentation and specifications are the focus of this studio course.

*Prerequisite: INTD362 Interior Design Studio II*

### **INTD464 Interior Design Studio IV – Student Chosen Capstone**

This course will provide students with the ability to choose a design concentration of their choice as a way to add variety to their scope of project and portfolio. Students will choose an existing space; they are required to visit the site, take notes and photographs for inspiration and work within the space limitations. Students will be required to present their in-depth knowledge and understanding of that concentration through initial design process, programming, space planning, finish selection, construction documentation and project presentation. Students will work at advanced level in articulating and presenting design solutions.

*Prerequisite: INTD463 Interior Design Studio III*

## **Interior Design Electives**

### **INTD206 CAD for Kitchen and Bath**

This course is an introduction to 2020 Design, the premier CAD program used in the Kitchen and Bath industry. The course introduces the setup and command structure of the program and tutorials to develop the required skills to produce digital drawings, graphic and verbal presentation skills of Kitchen and Bath projects. Students develop drawings, quotes and bill of materials for kitchen and bath projects.

*Prerequisite: INTD104 Architectural Drawings and Sketching Techniques*

### **INTD205 Kitchen and Bath Business and Project Management**

This course focuses on the business practices of managing and/or owning a kitchen and bathroom design business. Students will be introduced to documents and forms necessary to operate a successful kitchen and bath company, including its business basics, project development, budget, schedules, and presentation, accounting and finance, human resource management, marketing, advertising, and how to manage

client expectations. Course will be presented through a series of lectures, discussions, class projects, guest speakers and/or field trips.

### **INTD231 Communication for the Design Professional**

This course will provide a practical investigation of effective expository and argumentative writing and oral presentation. As tomorrow's design professionals conduct business, they will need to have the writing and oral skills to enable them to communicate their ideas in providing information to colleagues, subordinates, clients, communities, vendors, consultants and constructors. Delivered in a project based format for the business communication of letters, memos, proposals, reports, other deliverables and conveyance of verbal directives, motivations and rationale for interviews, testimony, discussions, speeches, negotiations and support cases, the course will provide students an opportunity to understand the importance and impact of these elements in successful practice environment.

*Prerequisite: EENGL101 Foundation of Written Communication*

### **INTD499 ADVANCED BIM / REVIT ARCHITECTURE**

The intent of Advanced BIM / Revit Architecture is to investigate advanced topics of Building Information Modeling (BIM) to explore, create, design, and document an interior design project. The aim is to produce complete 3D models, using parametric design tools and from that model, create drawings. In this regard, the students will discover special features that emphasize the "I" in BIM which combine the graphics information with the object data. Further, the students will explore the additional software graphics capabilities to assist the interior designer to communicate design intentions.

*Prerequisite: INTD397 Building Information Modeling Process / REVIT Architecture Essentials*

### **FASK205 Social Marketing Strategies**

The course is designed to examine the intersection where content and commerce collide. There will be a focus on social media marketing and case studies of how organizations bring value-added content to increase their sales.

### **GDES311 Graphic Design: Insights (Writing for Engagement)**

Writing dynamic and engaging content for Web & Social Media

**PART 1:** An overview of key content development techniques specifically designed for web. Students will focus on the creation of dynamic, engaging, and user focused content to enhance Search Engine Optimization (SEO)

**PART 2:** An overview of key content development techniques specifically for social media. Students will learn the art of writing great social media content that will both engage, enlighten, and build their personal or professional audiences.





# GENERAL COLLEGE INFORMATION

[www.TheNCC.edu](http://www.TheNCC.edu)



# GENERAL COLLEGE INFORMATION

## Program Accreditation, Approval & Affiliations



### Program Accreditation, Approval and Affiliations Accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC)

Approved by:

- State Board of Career Colleges and Schools
- Ohio Board of Regents
- Ohio Bureau of Vocational Rehabilitation
- Ohio State Approving Agency for Veterans' Training
- U.S. Citizenship and Immigration Services
- U.S. Social Security- Widows and Orphans Training

Member of:

- COSE - Council of Smaller Enterprises
- Better Business Bureau
- Lakewood Chamber of Commerce
- Ohio Association of Student Financial Aid Administration
- The American Historical Society
- The American Institute of Graphic Arts
- ASID - American Society of Interior Designers
- NKBA - National Kitchen and Bath Association (ID Supported Program)

### Admissions Information

Admissions Requirements and Procedures

Applicants must submit the following items to be considered for admission:

1. Application - Prospective students must complete the free, Online application for admission found on [www.thencc.edu](http://www.thencc.edu).
2. Personal Interview - All prospective students must conduct an interview at the school, a virtual interview, or by phone to discuss their interests and motivation for enrolling to the school. Prospective students may use the interview to become fully acquainted with the courses offered, and information concerning financial assistance may also be obtained at this time.
3. Provide documentation of High School graduation or General Educational Development (GED) - Applicants must submit their official High School transcripts or passing GED scores. The high school diploma or equivalent must be from a high school or GED testing center recognized by the U.S. Department of Education. Applicants will not be required to provide proof of high school graduation when they provide

## Admissions Information

Official Transcripts of college credits of an earned college degree from an accredited institution recognized by the U.S. Department of Education.

**Transfer Credits:** Applicants that want to transfer credits from other colleges must submit an official transcript from those institutions. Applicants who wish to transfer credits from institutions outside the United States must have their transcript(s) translated into English. The transcript(s) must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)

Please refer to the Credit Transfer Policy in the Policies and Procedures section of the catalog.

**Re-enters:** A withdrawn student who wishes to re-enroll will not need to re-apply to the College, if her return to the College is within 1 year from the date of withdrawal.

### Online Admissions Requirements

Distance Education applicants must complete Admissions Requirements under Admission Requirements and Procedures. In addition to completing the required Admissions Requirements online (distance education) applicants will be required to complete the Assessment of Online Learning Readiness quiz, available online. This assesses whether the student has the necessary skills, competencies, and access to technology to succeed in a distance education environment. DE Applicants will need to score 70% or higher to enroll in DE programs. Applicants who score less than 70% on the quiz are directed to contact Director of Online Learning to work and improve their readiness for online learning before they retake the quiz. Online and hybrid applicants will also need to take an orientation course on Canvas. The orientation module explains the best practices for conducting Online learning, overall operation of the Online platform, procedures for troubleshooting problems and contacting the technical support team. Applicants will learn about Canvas for Online Learning and Technical Quick Reference. At the end of the orientation course, students will need to complete a checklist assessment that confirms the students have received sufficient instruction for using online platform Canvas (LMS). Applicants for Online degree programs are required to have access to a reliable computer capable of running multimedia applications and navigating media-rich websites. Applicants are also required to have access to a reliable high-speed Internet connection.

### Out-of-State Admissions Procedures

Out-of-state applicants are to apply should follow the same procedures to be considered for admission to the College. Please note: Ohio and non-Ohio residents are charged the same tuition rate.

Students that attended institutions (high school or college) outside the United States must have their transcript(s) translated into English. The transcript(s) must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES) and mailed directly to The North Coast College, Attn: Registrar. Any evaluations received outside of this indicated format will not be considered by The North Coast College.

The North Coast College is committed to providing equitable access to learning opportunities for all students. If you are an applicant with a special need please contact the Student Affairs Department. The school provides equal opportunities to all students without regard to race, color, creed, national origin, age, or sex.

# GENERAL COLLEGE INFORMATION

## Admissions / Student Activities

### Acceptance to the College

Upon successful submission of all admission requirements, the Admissions Committee will review the information in order to determine acceptance. Applicants will be notified in writing as to their acceptance status. The criteria for acceptance into The North Coast College is as follows:

1. High School or College degree GPA or GED score converted in GPA  
Prospective students with GPA of 2.0 and higher will be considered for acceptance. Prospective students with GPA lower than 2.0 will not be considered for acceptance. All accepted students whose GPA is in the zone from 2.0 – 2.49 will be asked to take The NCC's Developmental English and Developmental Math tests, offered online. If they fail either test, they will be placed in Developmental English or Development Math course, or both if they failed both tests.
2. Personal Interview will be conducted by Admissions' committee who will use interview rubric (attached) to assess prospective students. Prospective students with GPA of 2.0 and higher who score 15 or more points out of maximum 25 points on Interview rubric will be offered acceptance to the college. Prospective students who score less than 15 points on the interview will be declined. Interview is conducted by admissions committee, made of three members. Each member fills one rubric separately. The mean of three scores is used to determine the final score.
3. Online (distance education) applicants will be required to complete technology assessment quiz, available online. This assesses whether the student has the necessary skills, competencies, and access to technology to succeed in a distance education environment. DE Applicants will need to score 70% or higher to enroll in DE programs. Applicants for Online degree programs are required to have access to a reliable computer capable of running multimedia applications and navigating media-rich websites. Applicants are also required to have access to a reliable high-speed Internet connection.

### Student Activities

Throughout the school year, the college sponsors a variety of guest speakers to give students an opportunity to gain more insight and appreciation for their chosen field. During the Spring Semester, the college sponsors an annual Student Design Exhibit which is open to students in every program. It allows the students to have their work critiqued by professionals from their respective majors and provides an opportunity to display their work for friends, family members and fellow classmates.

### Student Council

Student government is a crucial component to the The North Coast College campus. The council consists of a president, vice-president and secretary. Elections are held annually and student candidates are on a volunteer basis. A minimum cumulative grade point average is required to hold a position in student government. The student body elects these officers digitally through an open election process. The student officer holds this position for one year.

These council members represent the student body by addressing their ideas and implementing new initiatives for the betterment of student life. The student president sits on the President's Cabinet in an effort to promote the shared governance that The North Coast College prides itself on. Student Council is responsible for creating and maintaining various student groups throughout campus. These groups are designed to engage students and enrich their college experience. There are both professional and social groups and students are encouraged to offer ideas and suggestions for new groups.

### Student Award Programs

#### Presidential Academic Achievement Award

At the end of each term, students who are full or part-time, have not dropped any classes during the semester, and have earned a GPA of 3.75 or better, will receive the Presidential Academic Achievement Award.

#### Who's Who in American Universities and Colleges

Each year, students who demonstrate outstanding academics, participate in college activities, and conduct themselves as exemplary citizens, will be nominated for this nationwide honor.

#### Perfect Attendance

Perfect Attendance Awards will be granted to students at the end of each term. They will be awarded to students who are recorded as present for every scheduled class meeting.

### College Trips

#### European Trip (optional)

What could be more exciting than visiting the art and design capitals of the world - Paris, Rome, Milan or London? In mid-September, alternating years, the college plans and offers guided tours to France, Italy, or England, to enhance the student's knowledge and appreciation of art and design. Announcements about the trips are made well in advance so students can plan and save early in the year to take advantage of this opportunity. The trips are open to all The North Coast College students, alumni, faculty and their families. All expenses for the European trips are in addition to regular tuition and fees.

## College Trips / Student Service

### U.S. Trips (optional)

Throughout the year, the college offers cultural and educational trips that offer our students the opportunity to gain cultural awareness and knowledge that cannot be experienced merely from the walls of a classroom. These destinations include local visits such as The Cleveland Museum of Art, Museum of Contemporary Art (MOCA) and The Ohio Design Center. On a national level, the college offers students the opportunity to visit various cities, among them, New York City and Chicago with stops at The Metropolitan Museum of Art, the United Nations as well as 5th Avenue and Navy Pier. The North Coast College continues to add new destinations to provide a diverse cultural experience for our students. All expenses for the trips are in addition to regular tuition and fees.

## Student Services

### Career Services

The Career Services Department at The North Coast College provides students and alumni with career advice, resume assistance, and current opportunities in their field. The development of professional, career-building skills is at the core of The North Coast College and our placement program. To facilitate this, Career Services hosts a number of events throughout the year including job fairs, resume workshops, and networking events. As part of an experience-based curriculum, Career Services offers several courses required for all programs, Career Development Seminar, and Internship. With a focus on building professional skills in tandem with program-specific technical courses, the goal of Career Services is to provide all students with the skills needed to develop a comprehensive career strategy. While The North Coast College makes a reasonable effort to work with graduates seeking employment, this does not constitute a promise or guarantee of employment. Assistance may be suspended in the event that a student's financial requirements are not met or in the case of unprofessional behavior on the part of the student/graduate. Relocation for specific industries/employers may be necessary for certain career paths.

### Learning Resource Center

The Learning Resource Center, located on the lower level, provides books, periodicals, and internet-enabled workstations to assist and enrich the education of all currently enrolled The North Coast College students. The Learning Resource Center is staffed for student assistance. Students are required to complete an application before they may borrow materials from the Learning Resource Center. There is a two-week loan period for most books. Students are responsible for all materials borrowed from the Learning Resource Center. If materials are not returned by the end of the semester, a charge for the replacement of such materials will be added to the student's account. Graduation will be postponed until all fines are paid in full. All materials must be returned to the Learning Resource Center. Additionally, The North Coast College students have access to the Lakewood Public Library and Cleveland Public Library through established relationships between

The North Coast College and these institutions. Both provide additional and supplemental services including work/study areas, workstations with print access, and the largest fine-arts collection in Ohio. The CPL also provides access to its MakerLab, which includes 3D printers and large-scale printing services. The North Coast College Learning Resource Center staff assists students with access to these services.

Online students have access to the library catalog via the student portal. Bound materials can be picked up locally on campus. Additional digital resources are added frequently and the LRC staff is available to assist with research needs of Online students. Digital resources are also often directly included within Online course modules.

### Academic Assistance/Tutoring

Students at The North Coast College have several options to receive academic assistance. Each department chair and faculty member has the responsibility to advise students in the area of their academic needs.

Tutoring is available to students who experience academic difficulty. A student requesting tutoring should contact the Director of Student Affairs who will partner them with a student-tutor.

Students who volunteer their services to tutor others, must meet a minimum GPA and are compensated for their time.

### Mentorship

Each student will have access to a mentor starting their first semester at The North Coast College. Mentors are available to be a student's point of contact should they need academic related advice, guidance or support throughout their time at the College. Mentors may also focus on the mentee's total development including the sharing of resources and networks.

### External Counseling Services

A primary responsibility of the College is to offer every possible aid to students so they can utilize their own capabilities. Students experiencing emotional and mental health concerns may reach out to the Department of Student Affairs for referral to the external, independent Counselor. Referral to the external, independent Counselor will remain confidential and does not affect the student's academic or social standing within the College Community.

### Required Study Time

Outside study time is crucial to successfully complete the required course assignments. The amount of time will vary according to the individual student's abilities. All assignments must be turned in at the designated time. Students are responsible for reading any study materials issued by their instructors.

### Make-Up Standards

It is mandatory that a student attend their scheduled classes. It is the student's responsibility to learn the material covered while absent and to ensure that all missed work is made up in compliance with the college's attendance policy.

# GENERAL COLLEGE INFORMATION

## Student Services / Disability Support

### Notice of Non-Discriminatory Policy

The North Coast College admits students of any race, sex, gender identity, age, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the college. There is no discrimination on the basis of race, sex, gender identity, age, national or ethnic origin in administration of its educational policies, admissions policies, and loan programs.

### Housing Locator Assistance

Although the College does not provide student housing, we do offer assistance in locating housing. Many times, students find themselves working with a limited budget for living expenses and that includes housing. The Student Affairs department maintains a database of area housing communities that range in cost and size to allow new and existing students to locate housing that meets their needs. A majority of the communities listed in the database offer a student discount and are located within a mile radius of the campus. The College is not affiliated with any housing community and therefore does not persuade students on where they choose to live.

### Child Care

The Department of Student Affairs maintains a list of local child care providers within a mile radius of the campus and any incentives that they offer to our students. The North Coast College is not affiliated with any of these care providers.

### Online Learning

Online programs are available for degrees in the Bachelor of Science in Business Administration with a concentration in Fashion Merchandising and the Bachelor of Fine Arts in Graphic Design. Students who enroll in online courses must complete a technology assessment test online for Distance Learning readiness evaluation (OERE). The OERE assesses whether the student has the necessary skills, competencies, and access to technology to succeed in a distance education environment. Students in online degree programs are required to have access to a reliable computer capable of running multimedia applications and navigating media-rich websites. They are also required to have access to a reliable high-speed Internet connection. Versions of software change and with those changes, minimum hardware requirements will change as well. See the NCC Website for updated minimum technology requirements. Online students will have access to the same support systems that residential students receive. Please see each department's section of the catalog for more information. The NCC uses Canvas as LMS for distance education, which is user friendly platform that offers tech support as well. Director of Online Learning is also available for troubleshooting and assistance with the platform. Please contact Jasmine Rocco, director of Online Learning at [jasmine.rocco@thencc.edu](mailto:jasmine.rocco@thencc.edu)

### Transportation Assistance

The College can assist students in locating bus tickets for the Regional Transit Authority (RTA) which is the most convenient form of public transport in the area.

## Disability Support Services

The college has provided ease of access to its classrooms, restrooms and floor levels for those students who are physically disabled. Elevators are also readily accessible for reaching the upper and lower levels of the institution. Handicap designated parking is also available at the front and rear of the building.

The North Coast College responds to individual requests for accessibility improvements in regards to facilities. Constant efforts are also made to improve access overall for students, faculty, staff and visitors; maintain accessible features; inform users of accessible facilities and routes; move services and classes to accessible locations with notice; and respond to individual requests in a timely manner.

In design of new facilities and renovation projects, compliance with all accessibility of the Ohio Building Code, as well as the Americans with Disabilities Act Accessibility Guidelines (ADAAG) is the goal of all campus planning efforts.

Disability services are overseen by the Director of Student Affairs. Individual requests regarding accessibility issues should be directed to the ADA/Section 504 Coordinator, Yolanda Collins-Taylor, at 216.221.8584 or [yolanda.collins-taylor@thencc.edu](mailto:yolanda.collins-taylor@thencc.edu)

### Academic Disability Accommodations

The North Coast College encourages students seeking academic accommodations to initiate contact with the office of Student Affairs. Students with disabilities should register for services once admitted or registered for classes. After registering, students will be required to submit appropriate documentation, which is confidentially reviewed by the Director of Student Affairs.

A student with an academic disability who plans to request accommodations should contact John Mendrea, Director of Student Affairs at 216.221.8584 or [John.Mendrea@thencc.edu](mailto:John.Mendrea@thencc.edu) for more information or to schedule an appointment.

Prospective students are welcome to meet with the Coordinator of Disability Services at any point during their college-selection process to receive information about services provided by the office, and/or to discuss documentation requirements. An appointment can be requested by contacting the Department of Student Affairs at 216.221.8584 or [John.Mendrea@thencc.edu](mailto:John.Mendrea@thencc.edu).

## Financial Information and Policies

To carry on its educational programs, The North Coast College relies solely on tuition and fees. Every effort is made to hold the cost to a minimum level,

## Financial Information / Financial Aid

consistent with the facilities and the high academic standards necessary to prepare students for a career in their respective industries.

All programs are charged tuition by the credit hour (\$700). As stated in the Enrollment Agreement, payment for classes is due for an individual semester only and no obligation for future semesters exists. Tuition does not include books, materials, or equipment/model fees. These items are charged every semester and depend on the courses taken.

Tuition is subject to change if a student does not maintain his/her enrollment status (ex. full-time, part-time etc.) per the most recently signed enrollment agreement, fails to remain in school on a consecutive semester basis, or changes his/her program of study.

Please visit the The North Coast College website at [www.thencc.edu](http://www.thencc.edu) and click on the financial aid tab to view the following:

- Financial Aid and Student Accounts Office hours of operation and contact information
- Procedures in applying for financial aid
- Current forms needed for packaging
- Website links to government

### Financial Aid Services

Prior to enrolling in the College as a degree seeking student, applicants are encouraged to explore the availability of financial aid funding through State and Federal agencies. Financial aid information and application assistance is provided by The North Coast College's Financial Aid Office. Please go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to complete your FAFSA.

While attending The North Coast College, students must maintain Satisfactory Academic Progress (SAP) and maintain a specific amount of credit hours per term in order to qualify for and receive financial aid.

Students not actively attending The North Coast College due to Suspension, Termination, or Withdrawal may not receive financial aid award disbursements.

Students are strongly encouraged to complete the FAFSA and all required verification documentation at least four weeks prior to the first day of classes. The deadlines for FAFSA filing and verification paperwork are:

- Fall Semester . . . . . September 7th
- Spring Semester . . . . . January 18th
- Summer Semester . . . . . May 31st

**The North Coast College is approved for the following grants and loans:**

#### Grants:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)
- Federal Work Study
- Ohio College Opportunity Grant (OCOG)

#### Federal Student Loans:

- William D. Ford Direct Subsidized Loan
- William D. Ford Direct Unsubsidized Loan
- William D. Ford Direct Parent Loan (PLUS)

#### Private Education Loans:

Many private lenders offer alternative education loans to fund education after federal limits have been utilized

#### County and State Sponsorship:

- Bureau of Vocational Rehabilitation (BVR)
- Workforce Investment Act (WIA)
- Ohio War Orphan's Scholarship

#### Federal Sponsorship:

- Veterans Administration (VA) Yellow Ribbon
- GI Bill

#### Institutional Grants:

- Displaced The North Coast College Student Grant
- The North Coast College Institutional Grant

\* Financial Aid is available to those who qualify.

Additional information on eligibility requirements, alternative financing, amounts available, interest rates and scholarships can be obtained from the Financial Aid Office. Financial aid is awarded based on enrollment status for full time, three-semester time, half time, or less-than half time and may be re-evaluated based on individual classes dropped once the semester begins. Students who do not post attendance in individual classes may jeopardize their financial aid disbursement amounts.

Students who receive student loans to pay for their course of instruction must understand that it is their responsibility to repay the full amount of the loan, plus interest, less the amount of any refund back to the lender. Defaulting on student loans which are guaranteed or re-insured by the state or federal government could result in damage to credit score, loss of eligibility for future student loans and other forms of financial aid, loss of deferment and monthly payment options, garnishment of state and federal income tax refunds, initiation of court action, or garnishment of wages.

Any student receiving financial assistance must comply with the Financial Aid Satisfactory Academic Progress (SAP) policy, as stated in the SAP Policies and Procedures section of the catalog, in order to receive Title IV federal assistance.

# GENERAL COLLEGE INFORMATION

## Financial Aid / Student Accounts

### Financial Aid Enrollment Status

The North Coast College is required on different occasions to report the number of students in full-time or part-time status. The amount of financial aid awarded often depends on the enrollment status of the student.

- Full Time Enrollment: 12 credit hours or more per semester
- Three-Semester Time Enrollment: 9-11 credit hours per semester
- Half Time Enrollment: 6-8 credit hours per semester
- Less-Than Half Time Enrollment: 1-5 credit hours per semester

Students who are classified as less-than half time may qualify for very limited amounts of financial aid.

The Veterans Administration may have different definitions for full-time and part-time status. Students receiving veterans' benefits should speak with the Veterans' Certifying Official on campus to clarify enrollment status requirements.

### Student Accounts Services

The Student Accounts Office is available to assist students in meeting their financial obligations and keeping their student account in good standing. Student account information and payment guidance is provided to help students and parents understand and adhere to The North Coast College's Student Accounts Policy.

#### Tuition and Fees:

Tuition and fees are due by the tenth of the month before the month each semester begins. For example, if a semester begins in September, the tuition payment due date is August 10th.

- The North Coast College accepts cash, money order, check, and credit cards such as MasterCard, Discover, and Visa.
- Students may not attend classes if tuition is not paid before the first day of classes. Any student with outstanding financial obligations due to the College may be locked out of College IT System capabilities, withdrawn from classes, and not permitted to take final exams.
- Personal checks must clear before academic transcripts can be released. There is a 10 day maximum hold on checks.
- All students' financial obligations must be met within 30 days of complete withdrawal or separation from the College. If financial obligations are not met, the student may be sent to collections.

#### Lockout Policy:

In the event that a student(s) miss one or more of the scheduled payments, or is negligent in obtaining the agreed upon financial aid, the College reserves the right to administratively lock student(s) accounts.

### Outstanding Accounts and Collections Policy

Students are responsible for charges assessed to their account. There may be financial impacts related to withdrawing from a course or the College.

Student accounts are considered to be in good standing if by the payment deadline at the beginning of each academic period: (a) the student's tuition and fees are paid in full; (b) the student has an approved payment arrangement (approved by the Business Office) that is current in its payments; (c) the student has approved tuition assistance through a third party (ex: Military Tuition Assistance); or (d) the student has approved financial aid; or (e) a scholarship sufficient to cover the student's account balance.

A student account is not in good standing if there is an outstanding balance that is past due that will not be paid through an approved payment plan, third party, scholarship or financial aid.

A student account will be placed on a registration hold if third party payments, including but not limited to, military tuition assistance, Veteran's benefits, employer education benefits, scholarships and financial aid are not received or are returned due to participation or eligibility rules.

If activity on a student's account results in a balance later in, or after the term, a registration hold will be placed on the account at that time.

If a student account is not in good standing it may, among other things, result in:

- Cancellation of enrollment
- Denial of registration for future classes
- Denial of transcripts
- Referral to collections agency
- Denial of readmission
- Denial of graduation

In the event a student becomes delinquent, the account may be referred to a collection agency and additional costs may become an additional obligation of the student.

When an account is referred to an outside collection agency, the past due account may be reported to all national credit bureaus.

Once the account is referred to a collection agency, students will be contacted by a representative of that agency. Payments are then made directly to that agency and not the college.

#### Payment Policies

Tuition and fees are due in full prior to the beginning of each academic period (session or semester) through direct payment or approved payment arrangements.

Students are responsible for payment in full or entering into an approved



## Student Accounts Services

payment arrangement prior to the start of the academic period.

Students are financially responsible for all unpaid balances including those that result from payments not received from, or payments returned to, third parties. Third parties include, but are not limited to, military tuition assistance, Veteran's benefits, employer education benefits, scholarships, and financial aid.

Notifications regarding account balances are sent to the student's address. Students are responsible for maintaining their correct address with Registrar's Office.

### **Books and Supplies:**

A book and supply list will be provided each semester. Students are responsible for the purchase of books and supplies. Online retailers like Amazon or Chegg will allow students to rent, purchase or obtain e-textbooks if available. Students are expected to have books and supplies for each course. If there are delays in shipping, the student is required to notify the instructor so that the instructor is aware of the delay. Students who fail to purchase books and supplies are less likely to succeed in accomplishing course objectives and this policy is meant as a means of assisting with student academic success.

### **Non-Degree Tuition and Fees:**

Payments for non-degree registered classes are due upon registration. Non-degree seeking students are charged a Semesterly registration, general and technology fee based on the number of credits taken and the programs with which their courses are associated. These fees are to be paid along with the tuition amount at the time of registration.

### **Other Costs of Attendance Expenses:**

For degree seeking students, a one-time Registration Fee of \$100 is charged to the student's account for the first Semester.

For non-degree seeking students, a recurring Registration Fee of \$20 is charged to the student's account for every Semester registered as a non-degree seeking student.

### **Fees per Term:**

All programs General fee: \$450 full time, \$300 less than full time

All programs Technology fee: \$150 full time, \$100 less than full time

Graphic design in addition to the above, 'Licenses Fee'

\$150 for all GD students



# GENERAL COLLEGE INFORMATION

## Refund and Cancellations Policies

### The North Coast College Electronic Billing Notification

The North Coast College uses the student Portal and The North Coast College email to provide billing and payment notifications electronically. Students can select to receive electronic billing notifications by signing the Electronic Billing Notification permission form in the Student Accounts Office. On Portal, students have immediate real time access to view and make electronic payments. They can also view their financial aid packaging and student accounts ledger. Email notification of scheduled Online payments will be sent through the students' The North Coast College email once the students' class schedules have been approved by the Registrar's Office. These notifications will include instructions on how to make payments Online. It is very important for students to check their The North Coast College emails regularly because failure to receive an e-billing notification before a payment due date may prompt student IT system capabilities to be locked or administrative withdrawal from classes. The electronic billing notification also provides instructions on how to request a paper billing statement, if it is preferred

## Refund and Cancellation Policies

If Student has not started classes, Student may cancel Enrollment Agreement by mailing a written notice to the School within five (5) calendar days of signing Enrollment Agreement. Student may use the first page of Enrollment Agreement as that notice by writing "I hereby cancel" at the bottom. This notice must be mailed to: The North Coast College, 11724 Detroit Avenue, Lakewood, Ohio 44107 Attn: Registrar.

In the event Student cancels this Agreement in accordance with the above paragraph, no later than thirty (30) days after cancellation, Student will receive a full refund of all tuition and fees paid pursuant to this Agreement.

### Standard 15 Week Term Refund Policy

1. An applicant will receive a full refund of the registration fee in the event that the applicant cancels a signed Enrollment Agreement.
2. A student who starts class and withdraws during the first calendar week of the quarter shall be obligated for twenty-five percent of the tuition and refundable fees for that academic term.
3. A student who withdraws during the second calendar week of the academic term shall be obligated for fifty percent of the tuition and refundable fees for that term.
4. A student who withdraws during the third calendar week of the academic term shall be obligated for seventy-five percent of the tuition and refundable fees for that term.

5. A student who withdraws beginning with the fourth calendar week of the academic term will not be entitled to a refund of any portion of the tuition and fees.
6. The Last Date of recorded Attendance (LDA) is the official withdrawal date for refund purposes. The Date of Determination (DOD) that a student withdraws is used for institutional, state, and federal regulatory refund purposes only.
7. The official withdrawal date for refund purposes is the last date of recorded attendance. A determination date is used for refund purposes only.

### Non-Standard 7.5 Week 'Fast Track' Term Refund Policy

1. A student who starts class and withdraws during the first calendar week of Fast Track 7.5 week course shall be obligated for fifty percent of the tuition and refundable fees for that academic term.

2. A student who withdraws during the second calendar week of Fast Track 7.5 week course the academic term shall be obligated for hundred percent of the tuition and refundable fees for that term. Any monies due to a student who cancelled enrollment shall be refunded within 30 days of the cancellation or failure to appear on or before the first day of classes. Refunds due to students who made cash payments for tuition and fees shall be remitted within 30 days from the withdrawal determination date.

Any Title IV Grant monies due to the U.S. Department of Education shall be refunded within 30 days of the withdrawal determination date. Also, any Title IV Loan monies due shall be refunded to the lender within 30 days of the withdrawal determination date. Any Title IV refund monies due to the student will be refunded within 14 days of the determination withdrawal date. The above policy is specific regarding the total withdrawal or termination from the School.

### Refunds of Third Party Funding

Third party funding refund policies can be found directly on the third party organization's website. Copies of the refund policies can also be obtained in the Office of Student Accounts.

### The North Coast College Return to Title IV Refund Policy

A student receiving Title IV Federal Financial Aid who withdraws officially or unofficially may be required to return a portion of his/her Title IV Financial Aid received. Federal regulations [HEA Section 484B, 34 CFR 668.22, DCL GEN-11-14, July 2011] requires The North Coast College (School Code 01289600) to perform a calculation of Title IV funds to be refunded for withdrawn students receiving Title IV Financial Aid. This calculation is required if the withdrawn student receiving Title IV Financial Aid withdraws officially

or unofficially prior to the 60% time frame of the term. Once a calculation is determined, a percentage of Title IV federal student financial aid may be required to be refunded. This determined percentage of Title IV funds are returned to Department of Education in the following order:

1. Unsubsidized Direct Stafford Loan
2. Subsidized Direct Stafford Loan
3. Direct Parent PLUS Loan
4. Pell Grant
5. FEOG

### **Official and Unofficial Date of Withdrawal | Last Day of Attendance**

The Last Date of recorded Attendance (LDA) is the official withdrawal date for refund purposes. The Date of Determination (DOD) that a student withdraws is used for institutional, state and federal regulatory refund purposes only. The withdrawal determination date (DOD) is when the School determines a student is no longer in attendance. The DOD can be generated due to a notification from the student's decision to withdraw or it can be generated by the student's non-attendance for two consecutive weeks (14 days).

### **Return to Title IV Calculation Amounts Earned by the Student**

The North Coast College and the student are allowed to retain only the amount of Federal Title IV Financial Aid that is earned. The last date of attendance (LDA) is the last documented date of attendance in a class. The LDA will be used to calculate the percentage of Title IV financial aid a student has earned to cover the tuition, fees and cost of attendance for that semester. If a student withdraws or stops attending classes, a portion of the aid received is considered to be unearned and must be returned to the Department of Education (DOE). For any financial aid recipient who stops attending prior to the 60% point of the semester, the Financial Aid Office will calculate the Return to Title IV within 14 days of the Date of Determination (DOD). The percentage of aid the student has earned is equal to the percentage of the semester the student has completed. This percentage calculation is based on the student's LDA. It is calculated by dividing the total number of calendar days completed as of the LDA by the total number of calendar days in the academic term. The percentage of Title IV aid to which the student is entitled is equal to this completed percentage. If the withdrawal occurs after the 60% point of the term, the percentage of earned aid is equal to 100%. The amount of Title IV aid, which must be returned, is based on the percentage of unearned aid. That percentage to be returned is calculated by subtracting earned aid from 100%.

### **Title IV Post-Withdrawal Disbursements (PWD)**

If the student received less federal financial aid than the amount earned, this will create a Post-Withdrawal Disbursement (PWD). If the student is eligible for a PWD of Title IV grant funds, The North Coast College will disburse the amount of earned grant money as soon as possible, but no later than 45 days from the date of determination. If the student is eligible for a PWD of Title IV loan funds, the College will provide notification to the student within 30 days of the date of determination. The North Coast College will not disburse any PWD loan funds to the student's account without permission from the student (or parent in cases of the Parent PLUS Loan). The student and/or

parent will give permission for a PWD for Direct Loan Funds by returning a signed copy of the Post-Withdrawal Disbursement Request notification that was mailed within 30 days of the student's DOD. Post-withdrawal disbursements will not be made after 180 days of the DOD

### **Return to Title IV Funds Refunded by The North Coast College**

The North Coast College is required to return the lesser of the unearned aid percentage applied to institutional charges, or the unearned aid percentage applied to the total Title IV aid received. This return must be made as soon as possible, but no later than 45 days after the date of determination of the withdrawal.

### **Return to Title IV Funds Refunded by Student**

The student is required to pay the difference between the amount of unearned aid and the amount returned by the College. Federal regulations allow colleges and universities to charge a student for any amount paid on the student's behalf. The North Coast College considers a student responsible for any account balance created when the College is required to return the financial aid. The student must repay the unearned aid that the College is not responsible for returning. If the student's portion of the unearned aid includes federal grants such as Pell Grant, FSEOG etc., they are only required to return the grant amount that exceeds 50% of the original Federal grant aid received for that semester. If the amount the student owes is less than \$50, then no payment is required.

### **Financial Aid Overpayments and Loss of Eligibility of Federal Student Aid**

If a Return to Title IV calculation determines that a student owes money to the Department of Education, that student is considered to have received an overpayment. The student will be sent a letter within 30 days from the date of determination notifying them of the balance that they owe Department of Education. They will be given 45 days from the date the notification is sent to repay the debt to The North Coast College. After the payment is received, The North Coast College will then pay Department of Education on behalf of the student.

Any unpaid federal grant overpayments will be reported to the National Student Loan Data System (NSLDS) and turned over to the Debt Resolution Services for collection. Any student considered to have received an overpayment in federal grant aid is not eligible for federal financial student aid at any institution until the overpayment is resolved. The overpayment may be resolved by being paid in full to The North Coast College or directly to Department of Education. It can also be resolved by contacting Debt Resolution Services if the account has been referred to DOE collections. The student must pay the overpayment amount in full or make payment arrangements with Debt Resolution Services.

# GENERAL COLLEGE INFORMATION

## Financial Aid Satisfactory Academic Progress (SAP)

Various federal and state regulations governing student financial aid assistance require that an institution develop academic standards to measure the students' academic progress towards an accredited certificate or degree. SAP will be reviewed for every student enrolled in an accredited program at the end of each term/payment period. This includes a review of qualitative and quantitative standards of progress. Minimum standards must be achieved at The North Coast College to remain in good academic and financial aid standing. These standards apply to all students whether or not they receive financial aid and include all degree and certificate granting programs, during all terms of enrollment, including the Summer Semester.

### Qualitative Requirements for SAP-Grade Point Average (GPA)

A minimum 2.0 cumulative grade point average (CGPA) is required to graduate from all degree granting programs at The North Coast College. A 2.0 CGPA is also required at the end of each payment period to be considered in good SAP financial aid standing.

### Quantitative Requirements for SAP-Pace of Progression

Students must successfully complete at least 66.6% of the cumulative attempted credit hours in a program. Attempted hours include completed, repeated, failed, incomplete, withdrawn, and transferred credit hours.

Pace of Progression is measured by dividing the cumulative number of hours successfully completed by the cumulative number of hours attempted.

### Maximum Time Frame

Federal regulations require an institution to establish a maximum number of credit hours to complete a degree or certification while also remaining eligible for federal financial assistance. Considerations of eligibility include all terms of enrollment, whether or not federal, state or institutional aid is received. Students cannot exceed credit hours above 150% of their required courses. For example, students in a 120 credit hour program must graduate by the time they will have attempted 180 credits.

All required courses in a student's program (excluding remedial courses) will apply towards maximum time frame/pace. These include:

- Courses with grades of "W" (Withdrawal), including when a student withdraws completely from a term.
- Courses with grades of "I" (Incomplete). Grades do not stay in an incomplete status. SAP will be re-calculated after an incomplete is finalized.
- Transfer credits accepted towards the completion of a student's program must be counted as both hours attempted and hours completed.
- Test outs
- If a student switches majors within The North Coast College, all courses that apply to both majors will be counted as both hours

attempted and hours completed in the new major.

- If a student pursues a second degree after the first is completed, all courses that apply to both degrees will be counted as both hours attempted and hours completed in the new degree
- When a student withdraws and returns at a later date, all courses that apply from the prior enrollment will be transferred to the new enrollment and will be counted as both hours attempted and hours completed.
- For repeated coursework, per federal regulations, a student is eligible for Title IV federal financial aid for one repeat of a passed course.

Example: If a student took ENGL101 in Fall 2019 and earned a C, the student can retake the course once and receive Title IV financial aid for that course in an attempt to improve his/her grade. If the student attempts to retake the course again, after taking it a second time, no federal financial aid funds can be used to pay for the class. The grade received from the second attempt will not replace the first grade. Both grades will be calculated in quantitative and qualitative measures.

### Financial Aid Academic Warning

- The first time a student fails to meet the qualitative or quantitative SAP requirements, they will be put in a Financial Aid Academic Warning status. A student may still receive Financial Aid while in this status for one payment period/term.

### Financial Aid Probation

- If a student fails to meet SAP after the payment period of his/her Financial Aid Academic Warning status, he/she may submit an appeal to be placed on Financial Aid Probation. Please see below for details on the appeal process.
- If the appeal is granted, Financial Aid may be awarded for one additional payment period. The student must meet Financial Aid SAP standards at the end of the Financial Aid Probation period or submit another appeal with additional mitigating circumstances.
- A student will not automatically be placed in a Financial Aid Probation status. If an appeal is not submitted or if the appeal is denied, the student will lose Financial Aid eligibility and be dismissed from the College. The student may submit a new appeal requesting re-admittance to the College after a minimum one term dismissal. See below for details on the appeal process.

### Academic Plan

- It may be determined during the appeal process that a student cannot meet SAP requirements by the end of one term/payment period. In this situation, the student will meet with the Registrar and will be required to sign an Academic Plan. The student will remain on Financial Aid Probation and will remain eligible for financial aid during the length of the Academic Plan as long as he/she meets the terms of the plan.

## Financial Aid Satisfactory Progress

- If a student fails to meet the terms of his/her Academic Plan, Title IV financial aid eligibility will automatically be lost and the student will subsequently be dismissed from the College. See below for details on the appeal process.

### **SAP Dismissal**

A student will be dismissed from the College for the following:

- If he/she fails to submit a letter of appeal for Financial Aid Probation
- If the submitted SAP appeal is denied
- If he/she fails to meet the terms of his/her arranged Academic Plan

Students that have been dismissed may submit a new appeal requesting re-admittance to the College after a minimum one term suspension.

If a student submits an appeal for re-admittance after the required minimum one term dismissal and the appeal is denied, the student will be placed in an expulsion status.

Students are notified of their SAP status on their report card at the completion of every term. If a student fails to meet SAP standards, an additional notification will be included with the report card.

### **The SAP Appeal Process**

If you fail to meet Financial Aid SAP standards, you may submit a typed letter of appeal requesting to be placed on Financial Aid Probation. The appeal must be submitted to the Dean of Academic Affairs along with any supporting documentation and an explanation of mitigating circumstances that caused a failure to meet SAP standards. The appeal must also include an explanation that addresses a resolution to the adverse situation so as to allow a successful completion of SAP requirements upon the next review. This appeal must be submitted within 5 days of the college's notification of grades or academic standing.

# GENERAL COLLEGE INFORMATION

## Financial Aid Satisfactory Progress

### Mitigating Circumstances Include:

- Serious injury of the student and/or the student's immediate family
- Serious extended illness of the student and/or the student's immediate family
- Death of the student's relative
- Unanticipated legal or military obligations beyond the control of the student

After the Appeals Committee reviews the appeal and makes a decision, the notification of approval or denial will be mailed to the student's address on file 1-2 weeks after the appeal was submitted.

### Leave of Absence

Students can request a Leave of Absence (LOA) as long as the leaves do not exceed a total of . 180 calendar days during any 12-month period and as long as there are documented, legitimate extenuating circumstances that require the student to interrupt his/her education. Extenuating circumstances include but are not limited to: medical (including pregnancy), family care (including unexpected loss of childcare and medical care costs), military obligations and jury duty. A student must apply for a LOA in advance unless unforeseen circumstances prevent the student from doing so.

In order for the student to be granted an approved LOA, the student must submit a completed, signed and dated Leave of Absence Request Form along with supporting documentation to the Dean of Academic Affairs. The North Coast College does not grant LOAs that do not meet the criteria above.

### Re-Admission Following an LOA

Upon returning from a LOA, the student will be required to retake the courses started when LOA occurred. The student will not be charged any fees for the repeat of courses from which the student took leave or for reentry from the leave of absence, as long as those fees and tuition were paid for the courses when LOA occurred. . . If the student chooses, he/she may re-enter the program prior

to the expected return date, but the dates attended prior to that point in the course where the student started the LOA must be counted in the 180 day maximum.

### Failure to Return from an LOA

A student who fails to return from a LOA on or before the date indicated in the written request will be withdrawn from the program, and the institution will implement the withdrawal/refund policy. As required by federal regulations, the student's last date of attendance (LDA) prior to the return from the approved LOA will be used to determine the

amount of funds the student has earned. The College will perform refunds for any unearned funds under federal, state and institutional policies. Students who have received federal student loans must understand that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse effect on the student's loan repayment schedules. Federal student loan programs provide students with a grace period that delays the student's obligation to repay his/her loan debt for six months (180 days) from the last date of attendance. If a student takes a lengthy LOA and fails to return to the institution after the LOA's conclusion, some or all of the grace period may be exhausted – requiring the borrower to begin making repayments immediately.

### Possible Effects of an LOA

Students who are contemplating a Leave of Absence should be cautioned that one or more factors may affect their eligibility to graduate within the maximum program completion time:

1. Students returning from a LOA are not guaranteed that the courses required, maintaining their normal progress in the program, will be available at the time of re-entry.
2. Students may have to wait for the appropriate phase/course to be offered;
3. Students are required to repeat the entire course for which they elected to withdraw prior to receiving a final grade;
4. Financial aid may be affected

### Withdrawal

A student is considered in attendance until he or she has completed all prescribed withdrawal procedures. Tuition and other special fees paid by a student authorized to withdraw are returnable only as indicated under The North Coast College's Refund Policy.

Most students who begin classes at the College successfully complete their education. However, conditions or circumstances beyond the control of the student or the College may require that the student withdraw from the College. Students who determine the need to withdraw from the College prior to completion must follow the steps below:

1. Meet with your Mentor, Registrar or Director of Student Affairs to discuss your decision to withdraw. The College will make every effort to assist you in continuing your education.
2. Meet with the Financial Aid and Student Accounts Offices regarding financial obligations to the College and/or student loan repayment

obligations. The amount of any refunds and final grade determinations are based upon your last date of class attendance. Students may withdraw from individual classes through the seventh week of a 15-week semester. If a student stops attending classes after the 7th week her/his grade for the class will be F. Withdrawals from individual classes and total withdrawal from the college will abide by The North Coast College's Refund Policy.

A withdrawn student who wishes to re-enroll will not need to re-apply to the College, if her return to the College is within 1 year from the date of withdrawal.

Withdrawing from a program can only be done three (3) times. Upon the third withdrawal from the program, a student is ineligible to return to the college.

Students may take one semester off per calendar year and remain active. Students wanting to take one semester off, must notify the registrar of their intent to take one semester off.

### **Security and Building Access**

In order to access the College building, students and employees are issued a Security Access Card which also doubles as an ID card. These cards work at the front and rear entrances of the main building. The student card contains a headshot of the student along with the student's name and ID number.

Students have their photo taken during Orientation and their Security Access Cards are issued during the first week of their first semester. If a card is lost or stolen, it is the users' responsibility to notify the college immediately so the card can be deactivated and a \$25 fee will be assessed to issue a new card. Allowing another individual to use your card is strictly prohibited and doing so can lead to disciplinary sanctions.

Card access hours are changed each term according to course offerings. College will communicate the card access hours via e-mail prior to the beginning of the term.

During the periods the building is closed, all access points are locked and an internal security system is activated. This system is connected to a central office which calls the police in the event of an intrusion.

### **Evacuation Plans and Procedures**

In the event of an emergency there are two ways that the college will notify students of the need to evacuate the facility. The fire /security system has an automatic siren to alarm the students and staff of the need to exit the building. The colleges' phone system has the ability for open communication throughout the business.

In the event of fire or smoke within the facility, the automated fire system will sound the sirens throughout the college buildings. This siren is an official notification of the need to evacuate.

Students should calmly gather personal belongings, and follow the emergency exit directions posted at the exit of that classroom. Instructors should follow the same procedures, but be the last to exit the classroom. It is the responsibility of the instructor to ensure the safe exit of the students. If any student requires assistance, due to disabilities, the instructor will contact the administration for assistance. Administrative employees are required to shut down all computers, and exit through the nearest posted exit.

In the event of a natural or man-made disaster the students and employees should seek shelter in an interior room away from windows. Most desks and tables can be used as a personal shelter. All occupants should seek shelter until the administration communicates that the danger has passed.

In the event of an armed attack within the building, the student /instructor should lock the door and stay out of sight until the college notifies that the danger has passed.

### **The Classroom**

The College offers small technical classes, thus giving the students more attention than can be given in a larger classroom setting. The general education courses enroll a somewhat greater number. By doing so, students are given the opportunity not only to meet those in other disciplines, but also to be aware of the College's aim to serve students as individuals.

There will be a maximum of 15 students for studio classes and a maximum of 30 students for lecture classes in both residential and Online sections. The College reserves its right to change or modify the curricula, course titles, class sequencing, class schedules, equipment, and textbooks as it deems necessary to maintain the utmost quality for students. When size and curricula permit, classes may be combined to enhance the level of interaction among students.

### **Online Learning**

Online programs are available for degrees in the Bachelor of Science in Business Administration with a concentration in Fashion Merchandising and the Bachelor of Fine Arts in Graphic Design. Distance Education applicants must complete Admissions Requirements under Admission Requirements and Procedures. In addition to completing the required Admissions Requirements online (distance education) applicants will be required to complete the Assessment of Online Learning Readiness quiz, available online. This assesses whether the student has the necessary skills, competencies, and access to technology to succeed in a distance education environment. DE Applicants will need to score 70% or higher to enroll in DE programs. Applicants who score less than 70% on the quiz are directed to contact Director of Online Learning to work and improve their readiness for online learning before they retake the quiz. Online and hybrid applicants will also need to take an orientation course on Canvas. The orientation module explains the best practices for conducting Online learning, overall operation of the Online platform, procedures for troubleshooting problems and contacting the technical support team. Applicants will learn about Canvas for Online Learning and Technical Quick Reference. At the end of the orientation course, students will need to complete a checklist assessment that confirms the students have received sufficient instruction for using online platform Canvas (LMS). Applicants for Online degree programs are required to have access to a reliable computer capable of running multimedia applications and navigating media-rich websites. Applicants are also required to have access to a reliable high-speed Internet connection. Online students will have access to the same support systems that residential students receive. Please see each department's section of the catalog for more information.

# GENERAL COLLEGE INFORMATION

## Information Technology

Minimum technology requirements

Specific technology requirements are determined by the program of study. Each program offered uses a variety of software applications such as, Adobe products (Photoshop, Illustrator, InDesign, etc.), Microsoft Office, AutoCAD, Revit and Accumark by Gerber. Versions of software change and with those changes, minimum hardware requirements will change as well. See the The North Coast College Website for updated minimum technology requirements.

## The North Coast College Portal

All students and faculty have access to the The North Coast College Portal. The North Coast College Portal allows students to view attendance, grades, degree progression, pay tuition and view college policies. Portal allows faculty to post grades and attendance and view college policies.

All access The North Coast College E-Mail system through the E-Mail link on The North Coast College web site.

All access Canvas through the Canvas link on The North Coast College web site. All faculty who teach hybrid courses or on-line courses, access Canvas through the Canvas link on The North Coast College web site.

## The North Coast College E-Mail

All end users may access their official The North Coast College E-Mail account through the E-Mail link on The North Coast College web site. All The North Coast College communications to students, faculty and staff go through the The North Coast College E-Mail system. Students and Faculty are strongly encouraged to check their The North Coast College E-Mail regularly.

## Canvas

Canvas is the Learning Management System chosen by The North Coast College. Canvas is an intuitive electronic classroom setting that offers blended or on-line courses broken down into easy to navigate modules.

All students who attend blended courses or attend courses on-line access Canvas through the Canvas link on The North Coast College web site. All faculty who teach blended courses or on-line courses, access Canvas through the Canvas link on The North Coast College web site.

## Internet Professionalism Policy

The North Coast College does not allow accessing, downloading, uploading, saving or sending sexually explicit or other offensive materials using vulgar, sexist, racist, threatening or demeaning language.

The North Coast College e-mail system is primarily for business use. Occasional and reasonable personal use is permitted, provided that this does not interfere with the performance of your duties.

The North Coast College is not responsible for material viewed or

downloaded by users from the Internet. Users accessing the Internet do so at their own risk. Users who violate copyright terms do so at their own legal expense.

The North Coast College IT Department performs periodic audits of all hardware and software installed to ensure compliance with federal copyright and software installation laws. Unauthorized installation of software will result in disciplinary action up to and including either expulsion or cessation of employment from The North Coast College. Violators are also responsible for all penalties and costs associated with such violations as well as their own legal expenses.

## Care for Equipment

Students are given daily access to very expensive equipment and are required to respect this equipment and report any potential damage or maintenance requirements to their instructors. Please take special care with loose parts of equipment that may become lost or misplaced. Students who deliberately, or with extreme negligence, are responsible for damage to equipment may be assessed for the cost of the loss. This cost may be added to students' tuition accounts or may subject them to disciplinary review.

## Open Labs

Students may use The North Coast College computer labs during scheduled Open Labs to work on assignments beyond their class/lab time. Open Lab schedules are subject to change without notice based on the need to accommodate regular or rescheduled lab classes or technical training. Seats in Open Labs are available on a first-come, first-served basis.

## Personal Finance Transactions

Computers used in the labs and library are classified as "public". In agreement with financial institutions and as part of compliance with PCI regulations, The North Coast College strongly advises against conducting personal finance transactions, such as checking account balances, paying bills or using a credit card for on-line purchases, etc., on a public computer. Users are advised to conduct these types of transactions on their home computers. The North Coast College is not responsible for compromised student or employee personal data.

## Credit Hours and Clock Hours

Credit hours for coursework is related to the number of class hours scheduled for lecture classes, studio or lab type classes, internship/work related experiences plus outside preparation (homework) and are determined as follows:

- Lecture - one-semester credit hour for each 15 clock hours of classroom contact
- Lab/Studio - one-semester credit hour for each 20 clock hours of supervised laboratory/shop instruction
- Internship/Work - one-semester credit hour for not fewer than thirty 30



clock hours of internship or work related experience.

- Homework - one-semester credit hour for each 60 hours of out of class work

\*Clock hour is defined as 50 minutes of instruction.

\*\*All credit hour to clock hour conversions represent a full semester requirement.

## Transfer Credit Policy

For those enrolling in a bachelor's degree program, the College will accept a transfer of up to 60 semester credits (out of 120) earned at other accredited colleges and universities. For those enrolling in an associate degree program, the College will accept up to 30 transfer credits (out of 60) earned at other accredited colleges and universities. All applicants anticipating credit transfers for subjects taken at other institutions must arrange to have their official transcripts sent to the The North Coast College Office of the Registrar.

Applicants may also be asked to provide course descriptions or the catalog(s) from the prior institution(s) so that a transfer credit evaluation may be completed. Please see the Registrar if there are any questions.

The following criteria must be met in order for transfer credit to be awarded:

1. Courses follow the same course description and have an equal number of, or more, credits.
2. Students have earned a grade of "C" or better or 2.00.
3. Skills obtained in Math and English courses play an important role in many design and business courses. For this reason, transfer credit will not be accepted for these courses if the student scores below average on the The North Coast College entrance exam.

Transfer credit is limited to students who have earned credits from an accredited institution for courses that are comparable to existing The North Coast College courses or qualify for credit transfer as elective courses. Department Chairs are responsible for establishing course equivalency or transfer to elective courses.

Currently, the college accepts petitions for life experience for credit. Candidates must have either a portfolio that demonstrates the skill level required for the course or life experience in the course for which the petition has been filed. If the petition is approved, candidates must take a test (test-out), before the beginning of the course, and score a minimum letter grade of "D" (60%) to have the course waived. A maximum of 15 credit hours will be awarded via test-out credit. The test-out may be approved if the course did not transfer into The North Coast College due to a lower grade or lower credit value.

## Transfer Credit From Other Institutions

In general, The North Coast College policy requires students to attend all required courses in a program curriculum. Additionally, students may request transfer of college credits earned at other accredited postsecondary institutions to meet specific curriculum requirements as outlined below:

Applicants may request transfer of credits earned at accredited postsecondary institutions for comparable The North Coast College required courses. Transfer

credit is generally only accepted if the transferred courses were completed with a grade of C or better within the last 10 years. Due to changes in technology and industry best practices, credits older than 10 years will not be accepted by the college.

Grades of Pass (P) are also considered if credit was awarded. Credits earned in developmental and remedial courses are not transferable. Transfer credit can only be awarded for classes at a comparable level or higher than the program required course.

Transfer of credits is dependent upon course applicability to The North Coast College course requirements. Course content and content distribution of program requirements also impact the transferability of courses/credits.

In addition, credit may be transferred under the auspices of articulation agreements between The North Coast College and other post-secondary institution. Maximum credit transfer will not be more than 50% of the program total. (The 50% limit is 60 semester credit hours for BS and BFA programs and 30 semester credit hours for AAB and AAS programs.)

Applicants who wish to transfer credits from institutions outside the United States must have their transcript(s) translated into English. The transcript(s) must be evaluated by a member of the Association of International Credentials Evaluators (AICE) or the National Association of Credential Evaluation Services (NACES)

Transfer credit requests are considered by the Registrar in consultation with the program chair/dean.

Determinations regarding transfer credit and courses required for degree completion must be made prior to matriculation, except in extenuating circumstances.

Transfer credit will be noted on the student's The North Coast College transcript but will not be used in computing grade average. Official transcripts from originating institutions must be received by The North Coast College Registrar prior to processing of transfer credit. Students who receive transfer credit do not receive credit toward tuition and fees at The North Coast College.

Transfer credits and course descriptions are reviewed by The North Coast College department chairs for appropriate course relevancy.

## Non-Degree Seeking

Students may take approved credit-bearing courses through The North Coast College's continuing education division prior to enrolling in a degree program as non-matriculated students.

No more than 50% of the total degree program credits may be earned in this manner. Courses taken as a non-matriculated student through The North Coast College's non degree seeking status (courses not taken within the scope of The North Coast College's certificate or degree programs) are not recognized under The North Coast College's accreditation.

# GENERAL COLLEGE INFORMATION

## Grading System

### Transcripts

Current or former students may request a copy of their official transcript by submitting a written request to the school with the name and address to whom the transcript will be mailed. A \$10.00 fee will be charged and must be paid at the time the request is made. All transcripts are sent via standard mail or may be picked up. Transcripts sent directly to the student will be marked to indicate they are not official copies if opened by the student. Graduates will receive one set of sealed, official transcripts, free of charge, upon graduation. Transcripts will not be released to students if they have a past-due account with the College.

### Graduate Refresher Courses

Graduates of the College are welcome to return for refresher courses at no tuition cost, provided these are courses they have already completed and space is available in the class. This training is offered at the discretion of the Registrar. The graduate must pay for any class fees and must have all supplies needed for the refresher training. No credits will be awarded for refresher courses.

### Registration

Students will select their schedule for each term by registering for classes on Portal. Priority registration is given to those students closest to graduation and Veteran/Servicemember students. If a student does not select a schedule during the registration period, a schedule will be assigned to them.

### Grading Scale

The quality of coursework is indicated by means of letter grades. Each letter grade carries "credit points" which are used in computing the student's cumulative grade point average.

### Quality Points

Academic standing at the end of any semester is determined by the ratio of the total number of quality points earned to the total number of credit hours attempted in that semester. For example, a student who has earned 30 quality points while attempting 15 hours has a standing of 2.0 (30/15).

| Letter Grade | Quality  | Percentage | Quality Points |
|--------------|--|------------|----------------|
| A            | Excellent                                      | 93 – 100   | 4.00           |
| A-           |  | 90 – 92    | 3.70           |
| B+           |  | 88 – 89    | 3.30           |
| B            | Above Average                                  | 83 – 87    | 3.00           |
| B-           |  | 80 – 82    | 2.70           |
| C+           |  | 78 – 79    | 2.30           |
| C            | Average  | 73 – 77    | 2.00           |
| C-           |  | 70 – 72    | 1.70           |
| D+           |  | 68 – 69    | 1.30           |
| D            | Below Average                                  | 63 – 67    | 1.00           |
| D-           |  | 60 – 62    | .70            |
| F            | Failure  | Below 60   | 0.00           |
| W            | Withdrawal with Permission                     |            |                |
| PD           | Passed - applies to Developmental Courses only |            |                |
| FD           | Failed - applies to Developmental Courses only |            |                |
| I            | Incomplete                                     |            |                |
| AU           | Audit  |            |                |

\* All courses require a minimum grade of "D-" 60% to pass.

\*\* Remedial course codes begin with the letter X (i.e. X041). Remedial courses are pass/fail and receive no letter grade.

- Grade "F" is included in the cumulative grade point average. However, no credit is entered on the student's record.
- The grade of Incomplete (I) is entered on the grade report if a student is unable to complete all requirements within the normal course of the semester for emergency or extraordinary reasons. An Incomplete Grade can only be determined by the Dean of Academic Affairs. The "I" grade is not included in the cumulative grade point average but must be removed within 21 days of the last day of that class, otherwise the grade will be calculated without the missing assignment(s).
- The notation "AU" appears on the student's record when he or she enrolls in a course for audit. "AU" is not a grade and no credit is granted. An AU student is not required to complete assignments or tests, nor is the instructor required to grade any of the student's work in the course. The student must submit to the Office of the Registrar a petition to declare this option during registration.

### Residential Attendance Policy

- Student attendance is mandatory at each class session unless there is a valid reason for being absent.
- Students are not permitted to participate in classes in which they are not registered.
- Any student who has been excessively absent from a course will be administratively withdrawn from that course without credit. An administrative withdrawal will occur upon a student's sixth absence in a course that meets once per week.
- An administrative withdrawal will result in a grade of "W" for all courses except remedial courses which will receive an "RW".
- Tardiness will result in an absence if a student misses more than 30 minutes of class.
- Valid reasons for an absence may include: illness, military duty, court appointments and jury duty, family death, vehicular accidents or breakdowns, religious observances and extreme weather conditions. A student must provide appropriate documentation to their instructor that validates their absence.
- Students will be marked absent for a valid absence.
- A student will be administratively withdrawn from all courses if they do not post attendance for 14 consecutive calendar days. Students must communicate with the Registrar's Office, their instructor and mentor to avoid administrative withdrawal.

## Lost and Found Procedures

- A student with irregular attendance should meet with their mentor, instructor, department chair, or Dean of Academic Affairs.
- A student must keep in mind that consistent attendance is crucial to maintain the appropriate GPA to receive Title IV financial aid and to graduate from The North Coast College.

### Blended Course Attendance Policy

- All points of the residential policy apply.
- Students are required to log on to Canvas during an Online week within 24 hours of the scheduled class meeting time. Failure to do so will result in an absence.

### Online Attendance Policy

- Students are required to log-in to their Online class each week of the term. Failure to do so will be considered an absence. Regular Online attendance/participation and engagement is expected for The North Coast College student success in Online courses.
- Student attendance is mandatory for each week unless there is a valid reason for being absent.
- Any student who has been excessively absent from a course will be administratively withdrawn from that course without credit. An administrative withdrawal will occur upon a student's sixth absence.
- An administrative withdrawal will result in a grade of "W" for all courses except remedial courses which will receive an "RW".
- A student will be administratively withdrawn from all courses if they do not post attendance for 14 consecutive calendar days. Students must communicate with the Registrar's Office, their instructor and mentor to avoid administrative withdrawal.
- A student must keep in mind that consistent attendance is crucial to maintain the appropriate GPA to receive Title IV financial aid and to graduate from The North Coast College.

### Late Assignment Policy

- All assignments are due according to the time-frame requirements set forth in a student's course syllabus.
- A 30% point deduction will occur in the first seven days (until the next class session) of a late assignment's required due date. Thereafter a 70% point deduction will occur for late assignments.
- Valid absences do not relieve a student from the responsibility of following required assignment due dates.
- A student must keep in mind that consistent attendance is crucial to maintain the appropriate GPA to receive Title IV financial aid and to graduate from The North Coast College.

### Program Transfers

Efforts are made to direct each student to the program of study best suited to their individual goals and abilities. However, a student may request a transfer. Students are required to apply in writing to the Dean of Academic Affairs for a program change. Program transfers must be approved by the Dean of Academic Affairs. Program transfers may have a substantial impact on financial aid eligibility. In all cases, the student may be assessed additional charges for a program transfer. First semester students wishing to transfer to a new program will be charged the prevailing tuition rate for the remaining terms in the newly selected program. Students transferring after the start of their term may incur financial charges in addition to those indicated above. In all cases, the student may be assessed an additional fee for a program transfer.

### Changes in Programs or Policies

The College has the right, at its discretion, to make reasonable changes in program content, materials, schedules, locations, or sequence of course in programs in the interest of improving the students' education, or, where deemed necessary due to industry changes, academic scheduling, or professional requirements. The College is required to make changes in programs or policies when ongoing Federal, State, or Accrediting changes take place that affect students currently in attendance.

## Lost and Found Procedures

### Purpose of Procedures

The Lost and Found Procedures give instructions for handling and tracking items found and turned in to the Office of Student Affairs.

### Procedure For Found Items

1. All found items should be turned in to the Office of Student Affairs. When each item is turned in, the person's name who found the item will be recorded along with the date, time, description of item, and where the item was found.
2. Items should be turned in within 24-hours of finding them. Misappropriation of such items may be treated as unauthorized use or possession under college policies.
3. Cash will be treated as a "Found Item of Value."
4. The Office of Student Affairs will make every attempt to contact the owner if sufficient identification is on the item. Student Affairs will check the "Lost Items" list to see if the item has been reported lost.
5. Items of value will be kept in a secure location.
6. In order to claim a found item, the owner must describe the item as closely as possible. After ownership is established, as well as possible, the owner needs to present The North Coast College ID and sign for the item.
7. Items in the Lost and Found which are not claimed by the end of each term will be disbursed. Non-reusable items will be disposed of. All reusable items will be appropriately donated. All bank/credit cards that are not claimed before the end of the term will be destroyed.

# GENERAL COLLEGE INFORMATION

## Student Code of Conduct

The North Coast College prepares career-oriented students for professional business careers and expects the highest level of personal decorum when representing the college on or off campus. This includes seminars, internships, field trips, and/or social organizations. Students are to respect all members of the college community and comply with the directions of the faculty and staff members who are acting within their respective positions. Language, behavior, and dress code are all regarded with high moral tone, and the college reserves the right to determine inappropriate behavior on its premises or at college sponsored programs or events. Students are also expected to refrain from actions that threaten the general safety, health and welfare of the college and community at large. This will include:

1. All forms of dishonesty including cheating, plagiarism, forgery, and intent to defraud through falsification, alteration, or misuse of documents presented to the college.
2. Theft or deliberate destruction, damage, misuse, or abuse of college property or the property of private individuals associated with the college.
3. Inappropriate or profane behavior that causes a disruption of teaching, research, administration, disciplinary proceedings, or other college activities.
4. Physical abuse of any person, including but not limited to, sexual misconduct, criminal sexual acts, sexual abuse, aggravated sexual abuse, rape, forcible touching or stalking.
5. Intimidating or threatening an individual through various means of communication including but not limited to, written, verbal or electronic means.
6. Possessing, consuming, selling, distributing and or using illicit drugs or alcohol.
7. Smoking in the college buildings or outside of designated areas.
8. Failure to comply with college officials acting within the scope of their employment responsibilities.
9. Failure to comply with all emergency evacuation procedures, disregarding safety policies, tampering with fire protection equipment or violation of any other health and safety rules or regulations.
10. Failure to comply with any regulation not contained in official college publications but announced as policy by a college official or other person authorized by the Director of Student Affairs.
11. Bringing dangerous items such as explosives, firearms, or other weapons, either concealed or exposed, onto the college property.
12. Improper use of E-mail and Internet access.
13. Failure to comply with federal software piracy statutes forbidding the copying of licensed computer programs.
14. Failure to comply with institutional policies and/or procedures.

### Personal Appearance

Students are required to dress in an appropriate manner while on campus and at the assigned internship location. The student should show concern for the appropriateness of dress while attending the college and be guided by the principle that what is proper for the workplace is proper for college. Professional appearance is as important as the development of professional skills. All students are expected to appear for class in attire that is prescribed by the college, practice good personal hygiene habits, and maintain a clean, neat, and professional appearance at all times. Students failing to meet the dress requirements will not be admitted to class. Administration and faculty are responsible for enforcing the dress code. Inappropriately dressed students will be sent home and time missed will be recorded as an absence.

### Food and Beverages

Eating and drinking is permitted in designated areas only. Eating and drinking are prohibited in the hallways and classrooms. Bottled water is allowed everywhere except the computer labs.

### Electronic Devices

The use of personal technology devices is restricted by the college. Using any personal digital device in a manner that causes disruption in a classroom or any other college owned or operated facility is strictly prohibited. All personal technology devices must be set to silent upon entering the college building. When sound is required such as listening to music, watching videos, speaking on the phone or communicating via video chat, head phones are required and discretion should be used in regard to volume. Communicating via the speaker on a device is prohibited. The use of these devices for academic misconduct such as photographing or recording tests or class work is prohibited. Capturing photographs or recording an individual against their will in school owned and operated facilities is strictly prohibited.

When in a classroom setting, personal technology devices are restricted by the instructor. The North Coast College encourages these devices in the classroom as an additional tool for learning and when used in conjunction with the instructor's guidance.

### Pets

Pets are not permitted inside college buildings with the exception of Service Animals.

### Weapons

All weapons including but not limited to, firearms, knives and firecrackers are prohibited in college owned and operated facilities.

### Unauthorized Use of College Name

Unauthorized use of the college name or logo in connection with off-campus organizations is strictly prohibited.

## Judicial Procedures

Any and all violations pertaining to the Student Code of Conduct are directed to the Director of Student Affairs or designated administrator. During the investigation process and/or if an informal hearing is required, a student's record may have a hold placed on it. Once imposed disciplinary actions are satisfied or an informal hearing is completed, the hold on the record will be removed.

The Director of Student Affairs holds the authority to receive charges and to commence disciplinary measures. Any charge brought forth must be submitted in writing by the Individuals pressing the charge. Once the charges are received, the Director of Student Affairs or designee will inform the individuals pressing charges as well as the individuals being charged, making them aware of the specific nature, location and time of the violation being charged. Additionally, protocol for scheduling a preliminary meeting with the Director of Student Affairs or the appointee will be included. Attendance is mandatory for any student that is called to a meeting with the Director of Student Affairs or appointee. If either party chooses to have council present, a notice must be issued to the other party 5 business days prior to the meeting. It is at this preliminary meeting with the Director of Student Affairs or appointee that the individuals pressing charges and being charged have the opportunity to present a case, relevant evidence or any witnesses. At this point the Director of Student Affairs or appointee may impose disciplinary sanctions where applicable.

## Judicial Council

In the event the Director of Student Affairs concludes that a suspension or expulsion is in order, he/she will notify the Director of Career Services in writing and a formal hearing will be set. The Director of Career Services will notify the student in writing of the date and time the hearing will take place as well as include Judicial Hearing Procedures. The hearing will be held by the Judicial Council, a four person panel comprised of the Director of Student Affairs, who will act as Chairperson for the Council and three members of the college faculty which will be chosen by the Chairperson. The date and time will be dependent on the availability of the members of the Judicial Council.

These formal hearings will remain closed and the release of records and information will be in accordance with the FERPA (Family Educational Rights and Privacy Act) guidelines. The hearing can proceed even if the student being charged does not attend. A case can also still proceed if there are same or associated acts pending in city, state or federal courts. Charged students have the right to submit relevant evidence and present witnesses on their behalf either verbally or in writing. The student must submit a list of witnesses, evidence and legal counsel information, if applicable, in writing to the Director of Career Services no later than 5 days prior to the hearing.

In order for a decision to stand it must be reached by a 2/3 vote. The Judicial Council has the authority to uphold or dismiss the Director of Student Affairs ruling or choose to enforce Disciplinary Sanctions which are outlined in "Disciplinary Sanctions" below.

The Judicial Council will formally notify the charged student of their findings through a written letter within 7 business days of the hearing unless extenuating circumstances exist. The Council will preserve a formal record of the hearing.

## Disciplinary Sanctions

Violations of the Student Code of Conduct and/or the The North Coast College Drug and Alcohol Policy are dealt with in a serious manner. The North Coast College will impose sanctions such as but not limited to:

- Written Warning - A warning in writing that the Code of Conduct has been violated and the individual must stop the actions immediately to prevent further disciplinary actions.
- Fine - A fine may be assessed to a student in the event a form of loss or damage has occurred by the student or an individual (non-student) associated with the student. The fine imposed would be no greater than the amount of the restoration.
- College Community Service - A form of community service may be imposed on a student if the severity of the violation fits the sanction. The service would be performed on campus and would be designed to benefit the general campus community.
- Suspension - A student that is suspended will forfeit all rights typically associated with being an active student at The North Coast College. This includes visiting any college building, class or college event during the suspension period. Suspensions are semester based and length of suspension is determined by the particular offense. There may be specific conditions placed on a student's return. The student's academic record will reflect the suspension.
- Expulsion - Expulsion is the final and most severe of the sanctions. A student loses any and all rights to the college, its' buildings and any other privileges associated with being a member within the The North Coast College community. The student's academic record will reflect the expulsion.

# GENERAL COLLEGE INFORMATION

## Student Code of Conduct

### Appeals

In the event the judicial proceedings result in a suspension or expulsion, the student has the right to appeal the decision to the The North Coast College President or his/her appointee within 10 business days of the decision. The student will submit a written letter requesting that the president review the record of the hearing and the decision. The President will notify the student of his/her decision within 5 business days of receiving the student's request. The President's decision is final.

### Alcohol and Drug Policy and Prevention

The North Coast College maintains a drug and alcohol free environment for employees and students. The health and safety of the individuals on our campus is paramount to the educational success we strive to achieve.

As such, college policy prohibits the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance on college premises. Alcoholic beverages cannot be brought into or consumed on college property, except in connection with authorized college events. College premises are defined as;

1. Main Building: 11724 Detroit Avenue, Lakewood, OH;
2. Any off-site location while in use for a college-related function.

#### Procedures for College and Student Events

When attending college or student related events, students must keep in mind that the possession, use or distribution of illegal drugs and the use of alcohol in an unlawful manner will result in suspension and or expulsion from The North Coast College and may result in arrest.

Any individual who exhibits signs of being under the influence of alcohol or drugs will not be permitted to enter an event and potentially banned from any events for the remainder of the semester.

Any individual who is not a The North Coast College student and attempts to bring in alcohol or drugs to a college event will be permanently banned from all further college related events. Any person who is already banned and attempts to enter an event would be considered trespassing and subject to arrest. The names of said individuals will be documented and held on file in the office of the Director of Student Affairs.

### Penalties

For the health, safety and overall well-being of the college, The North Coast College must uphold the law pertaining to drug and alcohol abuse and likewise provide assistance to students when needed. If it has been found that a student has violated the The North Coast College Drug and Alcohol Policy, a written complaint should be filed with the Director of Student Affairs who will follow the judicial procedures outlined within this publication.

There are various factors that will be considered regarding disciplinary sanctions for students who violate the The North Coast College Alcohol and Drug Policy. These factors include if a student has violated The North Coast College standards in the past, the effect of the student's actions on the college, the severity of the violation, and the general intent of the student. Potential sanctions for violations can include the following but not limited to, written warning, appropriate college-community service, mandatory drug and alcohol education or other action the college believes suitable. Offenses that are deemed dangerous, violent or of repeated nature, will carry the sanctions of suspension and or expulsion.

Any individual found to be selling or distributing illegal drugs on the college premises may be reported to the proper legal authorities and be placed on suspension or dismissed indefinitely from The North Coast College. Tuition and all fees are non-refundable in the event of suspension or expulsion.

Penalties for non-compliance with the The North Coast College Drug and Alcohol Policy are described for employees on the "Drug-Free Workplace Statement Notice to Employees," which is distributed at the time of hire and annually, thereafter.

Additional information pertaining to substance abuse is provided to students and employees on an annual basis and is done so electronically. This additional information, which is provided electronically, includes:

1. A description of applicable legal sanctions under state, local and federal law;
2. A description of health risks; and
3. A description of available counseling, treatment and rehabilitation programs. Print copies of the above-referenced information are also available to employees and students and can be picked up in the office of the Director or Student Affairs.

### Suspension and Dismissal

All students are expected to conduct themselves as responsible adults, to attend classes, and to maintain a satisfactory level of academic achievement. The College reserves the right to suspend or dismiss any student who:

1. Exhibits conduct, which is found by the administration to be detrimental to fellow classmates, other individuals, the community, or the College, as addressed in the Student Code of Conduct section of this catalog.
2. Fails to maintain satisfactory academic progress.
3. Fails to meet attendance standards.
4. Fails to meet financial obligations to the College.

## Minors on Campus

This policy applies to all minor children who come to The North Coast College campus, including children of College employees and registered students.

The College workplace, including classrooms and computer and design labs, is not an appropriate place for minor children (except registered students) to be present on a frequent or continuing basis.

This policy statement is intended to insure a safe and productive environment in which faculty and staff can meet their employment obligations and faculty and students can meet their educational needs and goals within the primary mission of The North Coast College.

While adhering to the above policy, it is also understood that family needs and responsibilities may, in isolated and emergency situations, require the presence of a minor child in the workplace for a brief amount of time.

### Faculty, Staff And Administrators

Faculty, staff and administrators who wish to bring their minor children to work for limited or brief periods of time during scheduled work hours may do so only if they can carry out their duties unimpeded and allow others to do the same. In those unusual instances, the following guidelines apply:

Faculty – Must gain advance approval in consultation with their Department Chair and/or the Dean of Academic Affairs.

Administrators and Staff – Must gain advance approval from their direct supervisor.

It is understood that allowing faculty, staff and administrators to bring their minor children into the workplace is a privilege extended by the College to assist in meeting emergency family needs and responsibilities. The individual who has been approved to bring their minor children into the educational workplace should be aware and respectful of the needs of others for a safe environment conducive to learning and productive work and understand that this privilege may be revoked at the discretion of the department chair or direct supervisor.

### Students

Registered students of the College may have instances when they need to bring their child to a class because of an emergency situation where other options are impractical or are not available.

Minor children of students may be allowed in the classroom only in specific and approved circumstances. Students who wish to bring their minor child into class must obtain advance approval from the faculty member responsible for the classroom. These requests should occur only on those occasions when alternative arrangements are impractical or impossible. Alternatives such as the student arranging to record a particular session should be considered.

### Mandatory Reporting of Abuse Minors As Enrolled Students

Students under the age of 18 may enroll full-time at the College. When they enroll, FERPA rights will shift from their parent, or guardian, to them, and privacy protections attach to their education records. Despite that, Ohio law imposes duties on mental health professionals, counselors, clergy and law enforcement to report certain crimes involving minors, and abuse, to appropriate officials.

### Minors Visiting Campus

In addition to having students who are minors enrolled, The North Coast College hosts minors as guests in various ways. Ohio law imposes duties on mental health professionals, counselors, clergy and law enforcement to report certain crimes involving minors, and abuse, to appropriate officials.

The North Coast College's protocol in each of the above scenarios is that all employees will report all suspected child abuse, sexual abuse, and criminal acts of/and by minors to the Department of Public Safety without delay. Public Safety will be responsible for any additional reporting to state agencies or police departments as required by law.

The Clery Act, a Federal Statute which requires the recording and reporting of crime on or near a campus for statistical purposes, applies whether victims are minors or adults.

### General Responsibilities

Parents or guardians are responsible for ensuring that children behave appropriately while on campus. Equally, they are held liable for any and all injuries or damages sustained to or by their minor child while on the College campus.

If a minor is disruptive in the class, work, or event setting, the parent must remove the child from the situation.

Preteen children should not be left unattended anywhere on campus.

# GENERAL COLLEGE INFORMATION

## Requirements for Graduation

Upon completion of all coursework, The North Coast College awards Associate of Applied Business degrees in Fashion Design, Fashion Merchandising, Interior Design and Graphic Design. The North Coast College awards Bachelor of Fine Arts degrees in the majors of Graphic Design, Interior Design, a Bachelor of Science in Business Administration degrees with concentrations in Fashion Marketing and Fashion Merchandising, and a Bachelor of Science in Art and Design Management. Graduation requirements in all degree programs include the accumulation of the minimum number of credits for the major course of study with the final cumulative grade point average of 2.0 and above. The candidate must also have maintained satisfactory attendance in their scheduled classes and have fulfilled all financial obligations.

Students who have met all academic, attendance and financial obligations will be awarded a certificate in Advanced Tailoring.

In order to qualify for graduation with honors, students in all programs must have earned the following cumulative point averages.

- Summa Cum Laude (with highest honors) 3.90-4.00
- Magna Cum Laude (with high honors) 3.70-3.89
- Cum Laude (with honors) 3.50-3.69

All degree candidates must contact Financial Aid and Career Services within the first three weeks of the semester in which graduation requirements will be completed. This is to ensure that all financial and other administrative obligations to the College are in order. The discharge of all financial obligations

to the college is a prerequisite for graduation and obtaining a degree. Grades will be released and letters of honorable dismissal will be issued only for students who have met their financial obligations to the College.

### Policy on Use of Student Work

The College maintains the right to keep student work, for purposes of exhibition and documentation, for as long as one year. Occasionally, a student's work may be selected for marketing pieces.

## Student Complaint Procedure

The College encourages all students to voice their concerns and submit a complaint when necessary, to the Department of Student Affairs. Any complaints or concerns pertaining to Sexual Violence, Drug and Alcohol prevention or the general Student Code of Conduct, should be addressed by their individual procedures found in the Student Handbook and the College Catalog.

If the complaint can be addressed immediately, students are encouraged to make the appropriate staff or faculty member aware of the issue so that it can

be resolved promptly. Any and all other complaints can be made by emailing the Department of Student Affairs at; [studentaffairs@thencc.edu](mailto:studentaffairs@thencc.edu).

The Director of Student Affairs will respond to these complaints in a timely manner and will work to resolve the issue with the parties involved.

In the event a student is not satisfied with the decision of the Director of Student Affairs, the issue can be appealed in writing through the office of the College President. The College President will appoint a review Committee, which has the responsibility for reaching a decision that is in balance with the best interests of both the student and the College.

The student may also voice a complaint or concern to:

**The Executive Director, State Board of Career Colleges and Schools**

30 East Broad Street, Suite 2481  
Columbus, OH 43215

Phone: (877) 275-4219

Or

The Accrediting Commission of Career Schools/Colleges in accordance with the Student Complaint/Grievance Procedures that follow.

**Accrediting Commission of Career Schools and Colleges**

2101 Wilson Blvd., Suite #302  
Arlington, VA 22201

(703) 247-4212

Schools accredited by the Accrediting Commission for Career Schools/Colleges or the Career College Association must have a procedure and operational plan for handling student complaints. If a student does not feel the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant(s) for the Commission to

forward a copy of the complaint to the school for a response. The complainant(s) will be kept informed as to the status of their complaint as well as the final resolution by the Commission. Information about tuition charges for comparable programs may be obtained from the Accrediting Commission. See above for the address and telephone number.

A copy of the Commissions Complaint Form is available at the school and may be obtained by contacting Mr. John Mendrea – the Director of Student Affairs or Online at [www.accsc.org](http://www.accsc.org).



## Faculty & Staff

**Dr. Milan Milasinovic – President**

Doctor of Business Administration in Marketing,  
Nova Southeastern University

**Margery Sponsler – Registrar**

Associate of Applied Business in Fashion Design & Graphic Design,  
Virginia Marti College

**William Carswell – Adjunct Faculty**

Bachelor of Arts in Psychology, Cleveland State University

**Danielle Capotosto – Adjunct Faculty**

Master of Arts in Visual Communication Design,  
Kent State University

**Dale Crowley- Adjunct Faculty**

Bachelor of Arts in English, Baldwin Wallace  
Master of Arts in English, Cleveland State University

**Neal Dhand – Adjunct Faculty**

Master of Fine Arts in Film/Video,  
Rochester Institute of Technology

**Patrick Melnick – Consultant Academic Affairs, Part Time Faculty**

Master of Arts in Art History,  
Case Western Reserve University

**Jill Friedman – Adjunct Faculty**

Bachelors of Science in Consumer Studies  
Syracuse University

**Vikki Gamier – Adjunct Faculty**

Bachelor of Business Administration,  
Cleveland State University

**Susan Geithner – Adjunct Faculty**

Masters of Management of Construction, Real Estate, and Infrastructure,  
Bauhaus University

**Crystal Gray – Adjunct Faculty**

Bachelor of Fine Arts in Interior Design,  
Cleveland Institute of Art

**Bonnie Cox Hakes – Adjunct Faculty**

Bachelor of Arts in Interior Design,  
Kent State University

**Tamara Davis – Assistant Dean of Academic Affairs  
and Fashion Programs Department Chair**

BA in Fashion Design and Merchandising,  
Kent State University. MFA in progress.

**Amanda Leininger – Adjunct Faculty**

Master of Science in Interior Design,  
Eastern Michigan University

**Lonny Levenson – Adjunct Faculty**

Bachelor of Science in Industrial Design,  
The Ohio State University

**Cristina A. McCarthy – ID Department Chair**

Master of Science in Urban Studies,  
Cleveland State University

**Melissa Mendise – Adjunct Faculty**

Associate of Applied Business in Visual Communication &  
Design, Cuyahoga Community College

**Keith C. Miller – Adjunct Faculty**

O, University of Iowa

**Leonard Molloy – Adjunct Faculty**

Bachelor of Arts in English Literature, Syracuse University

**Derek Oyen – Adjunct Faculty**

Bachelor of Science in Graphic Design,  
University of Cincinnati

**Wayne Pearsall – Adjunct Faculty**

Juris Doctor, Wayne State University Law School

**Kathy A. Presciano – Adjunct Faculty**

Master of Arts In Educational Administration,  
Ursuline College

**Kristina Reagan – Adjunct Faculty**

Master of Arts in Historic Preservation,  
Ursuline College

# GENERAL COLLEGE INFORMATION

## Faculty & Staff / Board of Directors

Jasmine Rocco – Director of Online Learning  
Master of Education in Instructional Technology,  
Kent State University

Jessica Sarneses – Adjunct Faculty  
Master of Architecture  
Kent State University

Jonathan Sataythum – Adjunct Faculty  
Bachelor of Fine Arts, RIT  
Associates of Business in Interior Design,  
The North Coast College

Richard Sayles – GD Department Chair  
Master of Arts in Art Education,  
Boston University

Berj A. Shakarian, AIA, NCARB, LEED AP BD+C – Adjunct Faculty  
Bachelor of Architecture,  
Case Western Reserve University

Janet Simonovich – Adjunct Faculty  
Master of Education in Literacy Curriculum Development & Instruction,  
Cleveland State University

Keith Smith – Adjunct Faculty  
Associate of Applied Business in Interior Design,  
Virginia Marti College

Mia Spanu – Adjunct Faculty  
Doctor of Philosophy in Sociology, Al. I. Cuza University

Leslie Taylor – Adjunct Faculty  
Doctor of Business Administration in Leadership,  
Tiffany University

Dr. Ovidiu Vatamanu – Adjunct Faculty  
Doctor of Philosophy in Economics & Technology,  
University of Galati, Romania

Mercedes Wallack – Adjunct Faculty  
Associate of Applied Business in Fashion Design,  
Virginia Marti College

Carly Wamboldt – Adjunct Faculty  
Master of Arts in Clothing, Textiles, and Interiors,  
University of Akron

Matthew Young – Adjunct Faculty  
Master of Arts in Instructional Technologies,  
University of Akron

## Board of Directors

Members: Dr. Joanne Roll, Dr. Barry Berkowitz,  
Dr. Dennis Trinkle, Dr. Milan Milasinovic (President)

Corporate Officers: Dr. Milan Milasinovic, Wayne  
Pearsall (Treasurer)

Executive: Dr. Milan Milasinovic (President)

## 2022/2023 College Calendar

### **2022 - Fall Semester – September 06, 2022, to December 18, 2022**

- Holiday – Thanksgiving – Thursday, November 24, 2022, & Friday, November 25, 2022
- Holiday – Christmas – Sunday, December 25, 2022,
- Winter Break - Saturday December 24 to Sunday January 1, 2023.

### **2023 - Spring Semester – January 09, 2023, to April 23, 2023**

- Final Add / Drop period: January 09, 2023, through January 20, 2023
- Holiday – Martin Luther King Day - Monday, January 16, 2023
- Holiday – President’s Day – Monday, February 20, 2023
- Spring 2023 Finals Week: April 17, 2023, through April 23, 2023

### **2023 - Summer Semester – May 08, 2023, to August 20, 2023**

- Final Add / Drop period: May 08, 2023, through May 19, 2023
- Holiday – Monday, Memorial Day, May 29, 2023
- Holiday – Independence Day – Tuesday, July 4, 2023
- Summer 2023 Finals Week: August 14, 2023, through August 20, 2023

### **2023 - Fall Semester – September 04, 2023, to December 17, 2023**

- Final Add / Drop period: September 04, 2023, through September 15, 2023
- Constitution Day – Sunday, September 17, 2023
- Holiday – Thanksgiving – Thursday, November 23, 2023, and Friday, November 24, 2023
- Fall 2023 Finals Week: December 11, 2023, through December 17, 2023
- Winter Break – College closed – December 25, 2023, to January 02, 2024





