

## General Information

The College of Micronesia-FSM (COM-FSM) is a multi campus institution with the National Campus located in Palikir, Pohnpei, and a State Campus in each state. The COM-FSM system also includes the FSM Fisheries and Maritime Institute located in Yap. The area most directly served by the College is the Federated States of Micronesia, which includes approximately two million square miles of the western Pacific Ocean and a population of over 110,000.

### National Campus

The National Campus is situated on a 73-acre site near the FSM capital in Palikir, six miles from Kolonia. The student body at the National Campus is composed primarily of recent high school graduates from the four states in the FSM. These students come to the National Campus with bilingual or trilingual backgrounds representing eight different Micronesian languages and as many cultures. Approximately nine hundred fifty full-time students are enrolled each semester in either degree programs or programs leading to a certificate of achievement. Fifteen buildings exist at the site that include classrooms, learning resources center, recreation, student center, dining hall, residence halls for men and for women, offices for faculty and administration, a multipurpose gymnasium, maintenance facilities, tutoring and counseling center.



### Other Campuses

In addition to the National Campus, the College of Micronesia-FSM also runs four state campuses, one in each of the four FSM states, and the FSM Fisheries and Maritime Institute in Yap. A Campus Dean heads each campus. The priorities of the State Campuses are to provide short and long term, academic and vocational, certificate and degree programs as dictated by the needs of the local communities and governments and to provide courses and programs to bridge the gap between high school and college. In addition to instruction and extension services, staff also provides support in the areas of student services, learning resources, and business services.

**Chuuk Campus** is located on the island of Weno in Chuuk State. It serves approximately 200 fulltime students each semester. At present, the campus occupies a leased site located along the waterfront in the business section of Weno. COM-FSM/Chuuk offers associate degree program in pre-teacher preparation, a third year certificate of achievement in teacher preparation- elementary, and a bachelor's degree in Elementary Education, and certificate of achievement programs in secretarial science, bookkeeping, pre- nursing assistant, and basic public health (CABPH). The Cooperative Research and Extension component of the Land Grant Program has been integrated into the operations of Chuuk Campus.



### Career & Technical Education Center

**(CTEC)** is located in downtown Kolonia, enrolls over 550 students each semester in various degree and certificate programs. The Division of Hospitality and Tourism offers an associate degree in hospitality and tourism management and conducts short-term hospitality training for area businesses. The Division of Technology and Trade offers applied associate of science degree programs in Electronics Technology, Building Technology, Telecommunications, as well as certificates in Carpentry, Cabinet making/ Furniture-making, Construction Electricity, Electronic Engineering

The Division of Technology and Trade also serves as the center for a computerized distance education system for electronics (NIDA) throughout the FSM. Other certificates of-



ferred at CTEC include bookkeeping, secretarial science and agriculture and food technology. CTEC hosts two TRIO programs- Educational Talent Search Program and Upward Bound-that serve elementary and secondary school students in cooperation with Pohnpei State Department of Education. By recruiting experts from within the college system and community, CTEC is able to offer customized training programs and continuing education classes, including computer skills, English, business management, building technology, customer service, and leisure classes such as cultural dance and local language classes. The Cooperative Extension Services (CES) component of the Land Grant Program is integrated into the operations of CTEC to better serve the local communities and people in Pohnpei.

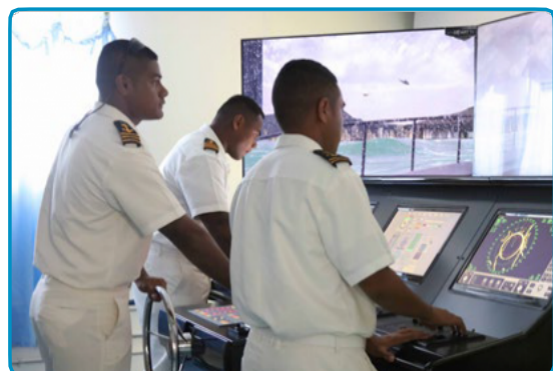


**Kosrae Campus** is physically located adjacent to Kosrae High School and State Department of Education complex. It serves about 250 students a semester. It offers a Bachelor's of Science Degree in Elementary Education, an Associate of Arts degree program in Pre-Teacher Education –Elementary, an Associate of Applied Science in Electronics Technology, an Associate of Applied Science in Telecommunication Technology, and 6 Certificate of Achievement programs: 1) Agriculture and Food Technology, 2) Carpentry, 3) Electronic Engineering Technology, 4) Trial Counseling, and 5) Bookkeeping, and 6) Basic Public Health. Kosrae campus sponsors the Peer Counseling Center that provides counseling services for both high school and college students. Like other state campuses, the Cooperative Research and Extension is actively involved in educating the community on grassroots economics and social development.



**Yap Campus** is located on the island of Yap. It about 210 students each semester and about 100 – 200 students during summer. The campus offers Associate of Arts (AA) degree in Pre-Teacher Education – Elementary, Third-year Certificate of Achievement in Teacher Preparation-Elementary, and a Bachelor's of Science Degree in Elementary Education, Associate of Applied Science (AAS) Degrees in Telecommunications Technology, Electronics Technology, and Building Technology. Certificate of Achievement programs offered are: Health Assistant/Community Health Sciences, Trial Counselors, Construction Electricity, Electronics Engineering, and Telecommunications Engineering. In addition to credited courses, Yap Campus has the flexibility and capability to offer tailored non-credit trainings/ courses to address expressed needs in the communities. It hosts several sponsored programs: Cooperative Research & Extension (CRE), Upward Bound, and Peer Counseling Center.

Campus facilities to support student learning include a research lab, a fully equipped laboratory, Learning Resources Center, Computer Lab with internet connectivity, Voc Ed Computer Lab with specialized equipment, shops for voc ed programs, and 4 classrooms. Facilities to be constructed within the year include a student center and a classroom building.



## FSM Fisheries and Maritime Institute (FSM-FMI)

is located on the island of Yap, occupying the facilities built in the late 1960's for the Loran Station operated by the United States Coast Guard. The Institute is situated some six miles north of the capital, Co-lonia. There are three majors offered at FSM-FMI: Navigation, Marine Engineering and Fishing Technology. Currently, these fields of studies or programs normally run for two years, and anyone completing one of them is awarded an Advanced Certificate of Achievement in each of them, and an industry Certificate of Competency as Master of vessels of not over 200 gross tonnage (or Class 5 Master) for a Navigation major; or a Certificate of Competency as Marine Engineer of vessels of not over 500 kilowatts total propulsion power (or Class 5 Marine

Engineer) for a Marine Engineering major. These programs, particularly Navigation and Marine Engineering, are offered in accordance with the standards and requirements of the International Convention on Standards of Training, Certification and Watch keeping for Seafarers, 1978, as amended (STCW Convention). The STCW Convention is the international treaty which prescribes the minimum qualifications for seafarers



worldwide and, by becoming a Party to the treaty (on October 14, 1998), the FSM has indicated its intention to provide training and maintain the qualifications of FSM seafarers in accordance with the standards and requirements prescribed in the Convention. (Detailed information regarding admission requirements, program, and courses for FSM- FMI is located in separate publication.)

## SPECIAL PROGRAMS

**Cooperative Research and Extension:** (Land Grant Program) the College of Micronesia (COM) was designated a Land Grant college in 1981 through Section 506 (a) of the Education Amendments of 1972 (Public Law 92 - 318, as amended; 7 U.S.C. 301 note). As such, when the three colleges of the COM system became autonomous institutions under separate governing boards in 1993, administration of the Land Grant programs remained under COM. Land Grant programs are currently extended to COM-FSM through a Memorandum of Understanding with COM and administered as the Cooperative Research and Extension (CRE) Program under the Director-CRE and Vice President for Instructional Affairs.

**Cooperative Extension Services:** (CES) component of the CRE programs focuses on developing and assisting a well-informed populace to ensure wise and judicious management of the limited human and natural resources needed to support a viable FSM economy. The challenge is to ensure a constantly improving quality of life, while maintaining a strong cultural identity and healthy environment. These challenges are addressed through community level outreach programs in agriculture improvement, youth development, community resource development and nutrition education. The CES programs are based at the state campuses.

**Agricultural Experiment Station:** (AES) program provides funding to conduct research or verify experiments that bear directly upon the agricultural and fisheries industries. AES research facilities are located at each of the state campuses.

**Resident Instruction:** (RI) program includes the college's associate degree program in Agriculture and Natural Resource Management at National and Kosrae Campuses and the Certificate of Agriculture and Food Technology at Kosrae, CTEC, Chuuk and Yap Campuses. CRE support for the RI program is through special project funding under the National Institute of Food and Agriculture.

**Educational Talent Search Program:** Educational Talent Search (ETSP) at CTEC is a fully funded program by the U.S. Department of Education and operated through the College of Micronesia-FSM since 1994. The mission of the Educational Talent Search Program is to motivate and encourage academically qualified and disadvantaged students to successfully complete secondary school and undertake a program at the post-secondary education level. By providing academic tutorial, counseling services, career, financial aid and college admission information, Talent Search Program will help these students realize their Educational potentials and become successful in their educational endeavors.

**Upward Bound Program:** The Upward Bound (UB) programs for CTEC and Yap campuses were reaffirmed in 2017. The purpose of the UB is to address basic deficiencies in Micronesia's youth by working with secondary institutions and guiding selected students academically and socially so that their chances of obtaining a college education are enhanced.



## ACCREDITATION

College of Micronesia-FSM is accredited by the [Accrediting Commission for Community and Junior Colleges](#), Western Association of Schools and Colleges, 331 J Street, Suite 200, Sacramento, CA 95814 (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education. Additional information about accreditation, including the filing of complaints against member institutions, can be found at: [www.accjc.org](http://www.accjc.org)

Through its [Complaint Process](#) the ACCJC provides a means for students or the public to file formal complaints against one of its member institutions. For your convenience the [Complaint Policy](#) and [Complaint Form](#) are listed for your ease of access.

## HISTORY

- 1963** Trust Territory of the Pacific Islands and University of Hawaii create Micronesian Teacher Education Center (MTEC) to provide in-service teacher training.
- 1969** MTEC begins offering pre-service associate of science degree program in teacher education.
- 1970** MTEC becomes Community College of Micronesia (CCM).
- 1974** CCM adds associate degree programs in business management and in-service teacher education through the merging of the College's extension program and district teacher education centers.
- Trust Territory School of Nursing in Saipan becomes part of CCM.
- 1975** Associate of arts degree program begins in liberal arts to enable students to transfer to four-year institutions.
- CCM and its School of Nursing in Saipan join Micronesian Occupational Center in Palau to form the College of Micronesia (COM) system.
- Accreditation is granted to CCM by the Western Association of Schools and Colleges (WASC) in the United States.
- 1982** Third-year certificate of achievement programs in elementary education and special education are added.
- 1983** Associate of science degree program in agriculture is added with support from COM Land Grant Program.
- 1986** Associate of science degree program in marine science is added.
- CCM School of Nursing moves from Saipan to Majuro, Republic of the Marshall Islands.
- 1989** CCM School of Nursing separates from CCM to become COM-Majuro. Associate of science degree program in accounting is added.
- 1991** An agreement is signed between the governments of FSM, Republic of the Marshall Islands, and Republic of Palau restructuring COM to allow more local autonomy.
- 1992** FSM establishes COM-FSM as a public corporation.
- 1993** CCM becomes COM-FSM, independent from the three-country COM system.
- Certificate of achievement program in preschool teacher education is added.
- Articulation agreement with Chaminade University in Hawaii is signed.
- Continuing Education Centers in the four FSM states are renamed State Campuses.
- 1994** Third-year certificate of achievement program in related services assistant is added.

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- 1995** Articulation agreements with Hawaii Pacific University, Guam Community College and University of Guam are signed.
- Third-year certificate of achievement program in educational leadership academy is added.
- 1996** Certificate of achievement program for trial counselors is approved for implementation pending availability of funding.
- Community health sciences programs—health assistant training program (HATP) and assistant medical officer training program (AMOTP) are approved for implementation pending availability of funding.
- Articulation agreements with University of Hawaii at Hilo and Honolulu Community College (aviation mechanics program) are signed.
- National Campus moves from Kolonia to Palikir.
- 1997** Associate of arts degree program in media studies and associate of science degree program in early childhood education are approved pending availability of funding.
- Articulation agreement with Eastern Oregon University is signed.
- Associate of arts degree programs in Micronesian studies and liberal arts/education and associate of science degree program in hotel and restaurant management are added.
- 1998** Associate of science degree program in computer information systems is approved for implementation.
- Agreement is signed with University of Guam (UOG) to establish a branch UOG campus at the National Campus and offer fourth-year courses in elementary education to enable students to earn their bachelor's degree from UOG.
- Revised certificate of achievement programs in bookkeeping and general studies are approved for students at the State Campuses.
- Certificate of achievement programs in carpentry, masonry, plumbing, construction electricity, refrigeration and air conditioning, electronics, and career education are approved for implementation.
- The FSM leadership designates COM-FSM as lead agency for the management of the Micronesian Maritime and Fisheries Academy (MMFA).
- 1999** The collaborative fourth-year elementary education program between COM-FSM and UOG is implemented. Memorandum of Understanding between COM-FSM and the FSM National Government is signed to re-open MMFA as the FSM Fisheries and Maritime Institute in Yap.
- 2000** Certificate of achievement programs in agriculture and food technology, and in hotel and restaurant operations are added.
- 2001** Third-year certificate of achievement programs in accounting and in business administration are approved for implementation.
- Certificate of achievement programs in secretarial science and in cabinet making/furniture making are approved for implementation.
- Articulation agreements with Guam Community College (vocational programs) and University of Idaho are signed.
- 2003** Associate of applied science degree programs in building technology and in building maintenance and repair are approved.
- Certificate of achievement in law enforcement is approved.
- General education core is established for applied associate of science degree programs.
- Articulation agreements with University of Phoenix-Online Campus, Brigham Young University Hawaii, National University and Hawaii Pacific University are signed.

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- 2004** Articulation agreement entered with Brigham Young University at Provo—Utah
- All programs and courses modified to include expected student learning outcomes.
- 2005** Articulation agreement entered into with University of Guam on the third-year programs in accounting and general business.
- Certificate of achievement program in Small Engine, Equipment and Outboard Motor Repair approved.
- 2006** Associate of science degree program in nursing is approved pending funding for the program.
- 2007** The Associate of science degree program in general agriculture is renamed to associate of science degree program in agriculture and natural resources.
- 2008** A multiple entry/multiple exit Public Health Training Program which includes a certificate of achievement in basic public health, advanced certificate of achievement in public health, associate of science degree in public health, and third-year certificate of achievement in public health is approved pending availability of funding.
- 2009** Associate of science degree program in teacher education - elementary program at state campuses to be phased out and replaced by the associate of arts degree program in teacher preparation program.
- 2010** Memorandum of Agreement and Understanding between Guam Community College and College of Micronesia-FSM for a course-by-course articulation between the two institutions.
- 2011** Articulation agreement between University of Guam and College of Micronesia - FSM courses
- 2012** Agreement of Academic Cooperation between College of Micronesia - FSM and Aichi Konan College.
- 2015** MOU between Association for Promotion of International Cooperation (APIC), Reitaku University, Sophia University, and Sophia Junior College and College of Micronesia-FSM for short term exchange.
- 2015** Articulation agreement between Eastern Oregon University and College of Micronesia-FSM.
- 2015** Third Year Certificate in Teacher Preparation-Elementary extended to all state campuses.
- 2016** Articulation agreement for Nursing courses between University of Maine Fort Kent and College of Micronesia-FSM.
- 2017** Pohnpei Campus renamed Career and Technical Education Center
- 2018** Bachelor of Science Degree Program in Elementary Education pending approval by the Accrediting Commission of Community and Junior Colleges
- 2018** Bachelor of Science Degree Program in Elementary Education approved by the Accrediting Commission of Community and Junior Colleges with implementation beginning fall 2019.
- 2019** Articulation agreement for Psychology and Business Administration between Temple University, Japan Campus and College of Micronesia-FSM.

## Educational Mission

The College of Micronesia-FSM is a learner-centered institution of higher education that is committed to the success of the Federated States of Micronesia by providing academic and career & technical educational programs characterized by continuous improvement and best practices.

## Vision

We provide quality education today for a successful tomorrow.

# Strategic Directions 2018-2023

## I. Innovate academic quality to ensure student success

Ensure student success by decreasing time to completion and increasing student satisfaction, persistence, retention, and graduation rates by innovating academic quality and enhancing student support services.

### Measures of Success

- 1) All five CCSSE benchmarks are exceeded.
- 2) Institution-set Standards are met.
- 3) 80% of total students are enrolled full time
- 4) Average student semester credits earned is 12.

### First time, Full time

- 5) Persistence rate (fall to spring) is 95%.
- 6) Persistence rate (fall to fall) is 80%.
- 7) Graduation rate 100% is 12%.
- 8) Graduation rate 150% is 29%.
- 9) Graduation rate 200% is 35%

## II. Strengthen resources to meet current and future needs

Strengthen resources to meet current and future needs through revenue diversification, efficient use, innovation, effective allocation, conservation, infrastructure upgrades, and investment in human capital.

### Measures of Success

- 1) Operating costs reduced by 5% by innovating and streamlining services and processes.
- 2) Balanced budget maintained.
- 3) Enrollment increased by 5%.
- 4) Reserve maintained at 40%.
- 5) Current levels of government financial support are annually maintained or exceeded.
- 6) Aggressive energy conservation measures in place reducing total annual cost by 20%.

- 7) Infrastructure upgraded in accordance with Phase I of the Facilities Master Plan.
- 8) Invest in employee development and capacity building to improve practices.
- 9) Average college employee attrition rate is less than 5% annually.
- 10) Employee job satisfaction survey yields overall 85% Satisfaction Rate.
- 11) Employee recruitment process is revamped to significantly reduce time from recruitment to hiring.

## Institutional Student Learning Outcomes

COM-FSM graduates will demonstrate:

1. **Effective oral communication:** capacity to deliver prepared, purposeful presentations designed to increase knowledge, to foster understanding, or to promote change in the listeners' attitudes, values, beliefs, or behaviors.
2. **Effective written communication:** development and expression of ideas in writing through work in many genres and styles, utilizing different writing technologies, and mixing texts, data, and images through iterative experiences across the curriculum.
3. **Critical thinking:** a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.
4. **Problem solving:** capacity to design, evaluate, and implement a strategy to answer an open-ended question or achieve a desired goal.
5. **Intercultural knowledge and competence:** a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.
6. **Information literacy:** the ability to know when there is a need for information, to be able to identify, locate, evaluate, and effectively and responsibly use and share that information for the problem at hand.
7. **Foundations and skills for life-long learning:** purposeful learning activity, undertaken on an ongoing basis with the aim of improving knowledge, skills, and competence.
8. **Quantitative Reasoning:** ability to reason and solve quantitative problems from a wide array of authentic contexts and everyday life situations; comprehends and can create sophisticated arguments supported by quantitative evidence and can clearly communicate those arguments in a variety of formats.

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# Course, Program and Degree Offerings

## Degree Programs

The College awards associate degrees to students who complete a prescribed two-year program of study. The time is extended for students who need to complete preparation classes before beginning the degree program.

### **Associate of arts degrees are offered in:**

- Liberal Arts
- Liberal Arts/Health Career Opportunity Program
- Micronesian Studies
- Pre-Teacher Preparation

### **Associate of science degrees are offered in:**

- Agriculture and Natural Resources Management
- Business Administration
- Computer Information Systems
- Hospitality and Tourism Management
- Marine Science
- Public Health
- Nursing

### **Associate of applied science degrees are offered in:**

- Building Technology
- Electronic Technology
- Telecommunications Technology

## Certificate Programs

The College awards certificates of achievement to students who complete a prescribed one-year program of study.

### **Third-year certificates of achievement are offered in:**

- Accounting
- General Business
- Specialist in Public Health
- Teacher Preparation-Elementary
- Certificates of achievement are also offered in the following areas:
- Agriculture and Food Technology
- Bookkeeping
- Community Health Sciences-Health Assistant Training Program
- Public Health
- Secretarial Science
- Cabinet Making/Furniture Making
- Career Education-Motor Vehicle Maintenance
- Carpentry
- Construction Electricity
- Electronic Engineering Technology
- Refrigeration and Air Conditioning
- Nursing Assistant
- Trial Counselor

Other short term certificate programs are offered at the State Campuses in response to expressed local needs. Certificates of completion, attendance or participation are awarded depending on the length and nature of the programs.

## Baccalaureate Programs

The college awards baccalaureate degrees to students who complete the prescribed four-year program of study. Baccalaureate degrees are offered in:

- Elementary Education



## **Career and Technical Education Programs**

The National and State campuses offer various programs in Career and Technical Education (CTE). A mandate for the State campuses is to offer CTE training programs that meet the needs of the local communities. The CTE certificate programs offer a chance to develop technical skills and provide a pathway for future training, education, and employment. CTE Programs are not always available at a particular campus, but are offered on demand when qualified instructors and appropriate facilities are available. New initiatives include the addition of associate of applied science degree programs and the apprenticeship program, which are in response to the need for highly skilled workforce. These programs prepare students for technical employment.

Another initiative is the use of technology in the delivery of the associate of applied science degree programs in telecommunications, electronics and building technology. In addition to fulltime programs, the State Campuses also offer customized industry training to meet specific labor force needs and demands

## **Academic Freedom Statement**

### **Faculty Academic Freedom**

The College of Micronesia-FSM recognizes the principle of academic freedom for each faculty member. This principle asserts that: each member of the faculty is entitled to freedom within his/her classroom to discuss his/her field of expertise; that each faculty member is free also to conduct research in his/ her field of special competence; and that each faculty member is free to publish the results of his/her research.

### **Student Academic Freedom and Responsibility**

#### **Academic Freedom**

The College of Micronesia-FSM recognizes the principle of academic freedom for each student. This principle asserts that: each student is entitled to examine and test all knowledge appropriate to their discipline or area of major study as judged by the academic/educational community in general. Student performance is evaluated solely on an academic basis.

#### **Responsibility**

1. Students should be free to disagree, or comment on the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
2. Students have protection through grievance procedures against prejudiced or capricious academic evaluation. At the same time, they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
3. Information about student views, beliefs, and political associations that professors acquire in the course of their work as instructors, advisors, and counselors should be considered confidential. Protection against improper disclosure is a serious professional obligation. Judgments of ability and character may be provided under appropriate circumstances, normally with the knowledge and consent of the student.

Any student, when speaking, writing, or acting as a private individual, is responsible for taking all proper precautions to ensure that his/her acts, statements, or speech can not be construed as representing the College as a body.

# Available Student Financial Aid

The primary responsibility in financing the costs of postsecondary education rests with students and their families. However, COM–FSM administers three U.S. Federal Student Aid Programs to help students with limited financial resources seek financial assistance to pursue their post secondary education with COM–FSM. Financial Aid Office at COM–FSM is tasked to help, assist and process all applications for financial assistance in accordance with COM–FSM Student Financial Aid Handbook.

The Student Financial Aid Handbook, available at Financial Aid Office, provides complete information on (a) how to apply for U.S. Federal financial assistance, (b) the costs of education with COM–FSM, and (c) the calculation of financial awards to students and other important information concerning financial assistance.

## Financial Aid Programs

**Federal Pell Grant:** Pell Grant is U.S. grants to help undergraduate students who have not earned a bachelor's or professional degree pay the costs of post secondary education.

**Supplemental Educational Grant (SEG) Work Study:** The program provides the opportunity to apply for part-time employment and earn money to pay for their educational cost.

**SEG Student Assistance:** This grant helps pay portion of summer costs for student who have used up their Pell Grant in Fall and Spring.

**Congress of the FSM (CFSM) Student Assistance:** Annual appropriation from FSM National Government to the College to be used as scholarship grant to FSM students.

**State Scholarships:** State scholarships are processed and awarded by Pohnpei, Chuuk, Kosrae and Yap States to the students from their respective states.

**Other Scholarships:** Rotary Scholarship; FSM Development Bank; Mobil Scholarship; Samahang Tagalog Atbp. sa Ponape (STAP) Scholarship; and Timothy Jerry Scholarship

**Travel Costs:** FSM students from Chuuk, Yap and Kosrae who are admitted at the National Campus by the College of Micronesia-FSM are provided with transportation from their home state to the National Campus, and the return ticket after completion of their studies.

Students who voluntarily withdraw from College forfeit their return ticket and are responsible for their own transportation back to their home state.

Students dismissed for academic or disciplinary reasons are given transportation going back to their home state. If admitted, these students will be responsible for travel costs to and from the College and will have to file their return ticket with the Business Office.



# Available Learning Resources

## Learning Resources Center

**The Learning Resources Center (LRC)**, on the national campus of the College provides informational resources and services to support and enhance the curricula of the college and meet the educational needs and interests of the college community.

The LRC offers over 70,000 titles in various collections both print and non print. The collections include the general collection; reference collection; Micronesia Pacific collection; that is a unique collection of materials on Oceania with specific emphasis on Micronesia and documents from the Secretariat of the Pacific Community; curriculum resources including samples of children's literature and K-8 instructional materials; newspapers, magazines, and serials; UN Document, publications of agencies within the United Nations organization, FAO Documents, publications of Food and Agriculture Organization agencies and U.S. Government Documents, publications of U.S. government agencies. The archives collection contains materials from the U.S. Navy and U.S. Trust Territory eras as well as the college archive documents. The LRC provides access to the EBSCO electronic database containing full text journal articles, the EBSCO-Host eBook Community Collection and the Patient Education Reference Center (PERC) databases. Other online sub-



scriptions include the Academic OneFile database containing articles on liberal arts topics.

Internet access is available on all computer stations and networked to printers to use application software for typing assignments and completing class projects. College community members in need of materials not held locally may use the LRC's Interlibrary Loan service provided through electronic document sharing or request the materials from other libraries in the region.

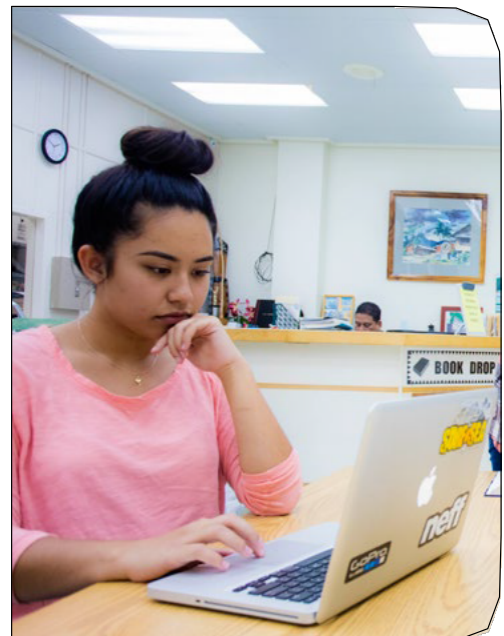
**The Media and Instructional Technology Center (MITC)** provides audiovisual, media production, and educational technology services to support the academic programs of the College. The MITC houses a video collection of over 3,500 titles including recordings of College and community events occurring over the years. The MITC also provides ID production services for the College.

## Internet Access

Access to Internet for research purposes and account access are available 24 hours to COM-FSM students and staff at both the National Campus and all State Campuses. All Internet and network connectivity cost is funded centrally by the Office of Information Technology (IT).

## Student Digital Services

Students access to computers and Internet services are through computer labs provided for student use at every campus as well as a secure access WiFi network system also available at all campuses. The technology fee fund is used to purchase technology in support of technology needs that support the mission of the COM-FSM. Local area networks and Wide area networks are considered part of this support structure, so is equipment used by students in computer labs.



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## Student Information System

The COM-FSM SIS is a web based student database system inclusive of student record data and account information. This system allows remote data entry and data query at all six college campuses based on the access rights of the individual and/or office. Key staff are assigned SIS access rights based on their area of responsibility, faculty and students access a portal to view their own accounts and/or their assigned advisees. Remote access to the SIS for data entry and data querying and reporting allow improved evidence-driven decision making at the college. The SIS also allows for real time access to key data that affect decision making on equity issues across the college's six campuses.

All registered students are provided a user account and a password. These are used for the student to access all of their own information relevant to provided COM-FSM digital services, inclusive of College provided Email address, student SIS portal access (myShark). Online Registration through the COM-FSM SIS will be available for fall 2013.

## EducationUSA

EducationUSA is a global network of 400 advising centers situated in 170 countries, working actively to promote U.S. higher education by offering accurate, comprehensive, and current information about educational institutions in the United States and guidance to qualified individuals on how best to access those opportunities. EducationUSA is supported by the Bureau of Educational and Cultural Affairs at the U.S. Department of State.

The EducationUSA Advising Center in FSM is located at the COM-FSM National Campus.

To contact the Center, Email address is [educationusacomfsm@gmail.com](mailto:educationusacomfsm@gmail.com); Facebook: [EducationUSA comfsm](#); and web-site: [www.educationusa.state.gov](http://www.educationusa.state.gov)

To search for colleges/universities: [Collegesearch.collegeboard.com/search/index.jsp](http://Collegesearch.collegeboard.com/search/index.jsp)

To search for funding: [Fundingusstudy.org](http://Fundingusstudy.org)

## Guidance and Counseling

Professional counseling is available to assist students at the National Campus, State Campuses and the FSM Fisheries and Maritime Institute in establishing or clarifying appropriate educational and vocational goals and to assist them with problems of academic, social, or personal nature. Counselors provide information and materials to students for career educational planning.

## A+ Centers (Tutoring Centers)

The tutoring centers provide tutoring and supplemental education services to students at all campuses. At the A+ Center, our tutors are committed to developing confident and competent students with improved educational results by providing individualized learning plans that build skills, habits, and attitude for success and accomplishment of their academic and personal goals.

Tutoring is available in math, reading, writing, study skills, homework help, test prep, and more at National, Pohnpei, Kosrae, Chuuk, and Yap campuses.

# Available Student Support

## Student Housing

The College of Micronesia-FSM has two residence halls at its National Campus, which can accommodate 212 students. The residence halls are two-story buildings with restrooms and showers, TV lounges, computer labs, study rooms, and laundry rooms. Each residence hall room is shared by four students and is furnished with two bunk beds. The College provides a mattress for each resident, but each resident must provide his/her own pillow, pillowcase, sheet and blanket.



Rooms are available on a space-available basis to full-time students. Students from off island are given priority to live in the residence halls. Students are required to complete an application and pay a \$50.00 security deposit. The Director of Student Life may refund the deposit at the end of the resident's stay upon written request and assessment.

Upon acceptance into the residence halls, a student sign a housing agreement in which he/she agrees to pay room charges for the entire semester regardless of whether he/she moves out of the residence halls at any time during the semester.

The residence halls are staffed by, residence hall advisors, resident assistants and custodians under the leadership of Director of Student of Student Life. Residents participate in the operation of the Residence Hall Resident Association (RHRA) Residence Hall Organization (RHO). The RHRA RHO is made up of residents who are concerned about the wellbeing of residents.

## Health Services

The National and Pohnpei Campuses maintain a well-equipped dispensary on campus with pharmacy and examination rooms. A full-time registered nurse is available during regular working hours from Monday to Friday at National Campus, and a full-time nurse at Pohnpei Campus.

The dispensary provides services in acute, chronic, and preventive health care. It also provides hospital referral services, family planning, personal health counseling and educational/reference materials on diseases and health issues.

The National Campus dispensary also plans and organizes activities for the Health Fair, World Diabetes and Hypertension Day, the World Aids Day and the World TB and Leprosy Day.

The dispensary charges \$15.00 per semester for these services. Chuuk, Yap, and Kosrae campuses have recently established dispensaries with full time nurses.

## Student Activities and Facilities

At National Campus there are two facilities on campus to serve the leisure, recreation and sports needs of on-campus residents and off-campus students.

**Sports and Recreation Center:** The FSM-China Friendship Sports Center located at the National Campus is the largest building in Pohnpei and serves as a multi-purpose facility. The Sports Center houses two complete basketball courts; the main court has a seating capacity of up to 1,300 spectators and the practice court with a stage at one end can be used for a variety of activities. Because of its size, the Sports Center can accommodate conferences and meetings and is sometimes referred as the "convention center" for the Nation and the surrounding community.

The Sports Center also has rooms for television, pool, and Ping-Pong for student recreation. The Recreation Office located in the Sports Center has a variety of equipment, the usual such as volleyballs and basketballs and the unusual such as Frisbees and waffle balls, for student to check out and many activities for students to sign up.

**COM-FSM Fitness Center:** Adjacent to the Sports Center, the COM-FSM Fitness Center has a variety of free weights and exercise machines, which is available to students daily.



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**National & Pohnpei Campus has local huts**, locally known as “NaHS”, where students socialize, and hold other activities and meetings. Pohnpei Campus has a multi-purpose gymnasium and a recreation center for students. All other campuses use the state facilities for their sports programs.

## Shuttle Service

A Shuttle Service is available between the National Campus and Pohnpei Campus for students who need to commute between the two campuses to take classes. There are two buses running on an established schedule during the school days. Currently, there are three trips available in the morning and two trips in the afternoon. Student who wish to utilize this service will need to present their college ID cards before boarding the buses. The capacity for each bus is twenty five(25) seats.

## Student Body Association

All full-time students are members of the Student Body Association (SBA), which is led by a student council. The council includes the president, vice-president, secretary, treasurer, and delegation representatives. This decision-making body meets every two weeks. The delegations, which represent geographical areas of the FSM, and other entities, also meet on alternate weeks to discuss student concerns. Every student is a member of a delegation of his choice and has the opportunity to participate in student government.

## Admissions

Admission to the College of Micronesia-FSM (COM-FSM) is based primarily upon evidence of the student's ability to profit from the educational programs of the college.

The [admissions policy](#) is established by the Board of Regents, and administered by the president of the college through the Office of Admissions, Records and Retention (OARR). All records submitted by applicants become the property of the college.

### Admissions into degree programs

Admission into degree programs is open at the beginning of both the fall and spring semesters.

### Special Admissions to Associate Programs

Students completing approved certificate programs with a “C” or better in the General Education and program core requirements will be admitted to the associated degree program without re-sitting COMET.

### Admissions Criteria

Applicants must meet the following admission requirements to be matriculated into a degree program:

- Have graduated or will graduate from high school at the end of the current school year, or have a General Educational Development (GED) certificate; or have a HiSET high school equivalency credential.
- Have a minimum high school grade point average of 2.0 as measured on a 4.0 scale, or a minimal score of 35 on each section and an average score of 45 for all five sections of the GED test, or a minimum score of 8 on each of the five individual subtest of the HiSET exam with a score of at least 2 out of 6 on the essay portion of the writing test and a total combined score on all five HiSET subtest of at least 45; and
- Be accepted by the college's committee on Recruitment, Admissions, and Retention (RAR.)

### Special Consideration

Applicants with a grade point average (GPA) below 2.0 from high school will not be admitted to the College unless they have had considerable job experience or training since high school and can furnish recommendations from prior training programs, agencies or employers. COM- FSM entrance test (COMET) scores will be given primary consideration for these applicants. Upon recommendation of the committee on RAR, the college's president may approve special admission.

### Admissions Procedure

1. Take the COMET and be placed into a program at the college. A test fee of \$5 will be collected. The COMET is administered in October to November at the state campuses and in late January to March at all the high schools and the state campuses.
2. Obtain an Application for Admission form from high school counselor, state campus dean, or the COM-FSM Office of Admissions, Records and Retention (OARR). Printable Application for Admission form may also be downloaded from the college's [website](#).

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3. Complete the Application for Admission, and mail it with the \$10 admission fee to:

**Office of Admissions, Records and Retention**  
**College of Micronesia-FSM**  
**P.O. Box 159, Kolonia, Pohnpei FM 96941**

4. Complete the Free Application for Federal Student Aid (FAFSA) or the FAFSA renewal, and submit to Financial Aid Office, College of Micronesia-FSM, P.O. Box 159, Kolonia.

5. Request that all official high school transcripts or GED / HiSET scores are sent to the college's OARR. High school seniors should submit a seven-semester transcript. College transfer students must also submit official transcripts from all colleges previously attended.

#### **Notification of Admission**

The college will notify applicants who meet all the admissions requirements of their acceptance as soon as their applications have been approved by the college's president upon recommendation of the Office of Admissions, Records, and Retention.

#### **Acceptance of Admission**

Applicants who have been notified of admission to the college and who intend to enroll must do the following:

1. Obtain Social Security numbers;
2. Sign and return the Letter of Acceptance. If the Letter of Acceptance is not received by the deadline, the college assumes non-acceptance and will give the slot to another applicant;
3. If interested in staying in the halls, complete the Residence Halls Application, and return it with a \$50 refundable security deposit;
4. Submit the Student Aid Report (SAR) upon receipt to the Financial Aid Office (FAO);
5. Take a physical examination and return the Health Form to the college as soon as possible; and
6. Check with the COM-FSM state campus dean for travel arrangements. Tickets are provided for students from Yap, Chuuk, and Kosrae who have completed all of the above.

#### **Admission to Second Associate Degree**

Students who have earned an associate degree either from COM-FSM or a regionally U.S. regionally accredited institution with a cumulative GPA of at least 2.0 may formally be admitted into a second associate degree program. The second associate degree program must be in a major different from the first.

Students seeking a second associate degree must file an Application for Second Degree Admission. If the degree was earned from an institution other than the college, the student must also submit to OARR the following:

- Application for Admission and a \$10 admission fee. Printable Application for Admission form may also be downloaded from the College's [website](#).
- Official transcript indicating that a previous degree was earned.

#### **Admission into Third-Year Certificate Program**

*Admission to Third-Year Certificate of Achievement Program in Teacher Preparation-Elementary, students are required to:*

- complete the AA in Pre-Teacher Preparation -Elementary or other two-year degree in education (excluding the degree in Early Childhood);
- earn a minimum cum GPA of 2.5 at end of two-year program; and
- score at least 15 on the essay based on the COMET rubric;

*Admission to Third-Year Program in Public Health:* To be eligible for admission to the Third-Year Program in Public Health, a student must have completed an associate degree in public health; or an associate degree in public health or equivalent (as determined by review panel chaired by the division chair of health science, and public health faculty) and significant public health work experience of at least eight years; or satisfactory completion of a health-related research student and significant public health work experience of at least eight years and favorable interview with program faculty.

*Admission to Third-Year Program in Accounting or General Business, students are required to:*

- Complete the A.S. degree requirements in Business Administration
- Earn a minimum cumulative GPA 2.50
- Earn a minimum grade of C in business administration A.S. major courses

## Admission in to Baccalaureate Program

*Admission to Fourth-Year Program in Elementary Education, students are required to:*

- earn a minimum cum GPA of 2.75 by the end of the third-year program; and
- pass the FSM Teacher Competency Exam (in lieu of Praxis II) with a score of at least 53/75 -- the minimum FSM passing score for certification.

To enroll in Student Teaching or Internship, students are required to:

- complete all required courses with a cum GPA of 2.75; and
- score a minimum of 70/100 on the Teacher Competency Exam.

## Admission into the Fourth-Year Bachelor of Science Degree in Elementary Education

A student will be admitted if he/she (a) earns a minimum cumulative GPA of 2.75 by the end of the third-year program in Teacher Preparation-Elementary, and (b) passes the FSM Teacher Competency Exam with a score of at least 53/75.

## Admission to other Certificate of Achievement Programs

High school graduates and General Educational Development (GED) certificate holders who are not accepted into or are not interested in a degree program may apply for admission into an entry-level certificate of achievement program.

Applicants must take the COMET, and be accepted by the college's president upon recommendation of the Office of Admissions, Records, and Retention. Acceptance is based on the applicant's score on the COMET, and other criteria as defined by the committee on RAR.

## Transfer

Students who have earned satisfactory grades from another US regionally accredited college or university may apply for admission, and be given advanced standing at the COM-FSM. Students must submit to the OARR the following:

- A completed Application for Admission form. Printable Application for Admission form may also be downloaded from the College's [website](#).
- Proof of paying the \$10 admission fee;
- An official copy of his/her high school transcript; and
- An official transcripts from each college or university previously attended.

Credit for previous satisfactory college work can only be given upon receipt of previous college records. Students may also transfer credits earned at the college with grades of "C" or better. To see what courses can be transferred to articulated institutions, see the college's [articulations](#) with U.S. regionally accredited institutions.

## Dual Enrollment for High School Students

High school students who wish to be considered for dual enrollment at the college must meet all of the following requirements:

- The student has successfully completed the 11th grade.
- The student provides a certification from the local principal and/or his/her designee, or from a director of a college program working with high school seniors, certifying that the student has a minimum cumulative GPA of 3.50.
- The local principal and/or is his designee, or a director of a college program working with high school seniors, provides a statement of justification describing the student's ability to benefit academically, intellectually, or artistically
- ready
- The college's committee on RAR has recommended the student for Dual Enrollment

Students must meet the prerequisites for the course. Credits and grades earned will appear on their college transcript.

Students enrolled in a course under the college's *Dual Enrollment Policy* are not eligible for *Federal Financial Aid assistance*. As such, they must pay all college tuition and matriculation fees assessed to regular students.

*Dual Enrollment* does not constitute admission to the college. Dual Enrollment students must follow the policy and procedures for regular admission to obtain full-time admission to the college subsequent to graduation from high school. Students must submit:

- A completed COM-FSM Application for Dual Enrollment to the college's OARR;

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- A recommendation letter from the principal or his/her designee, or the director of a college program working with high school seniors;
  - Proof of paying the admission fee; and
  - Official high school transcript.

All of the above must be submitted together as one packet.

## Early Admission

The college provides post secondary instructional opportunities to eligible high school students by offering an *Early Admission* Program for academically talented high school students who are ready to benefit from college and want to enter college in advance of high school graduation.

Students are eligible for early admission if they meet all of the following requirements:

- The student provides a certification from the local principal and/or his designee certifying that the student has a minimum cumulative GPA of 3.5, and recommending that the student be admitted under the college's Early Admission Policy.
- The student has successfully completed the 11<sup>th</sup> grade.
- The student has satisfied the college's committee on RAR, recommendation via the COMET, and has been placed into college level (100) English courses in both reading and writing
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The student enrolled through Early Admission is not eligible for Federal Financial Aid assistance until a high school diploma or equivalent has been achieved. The student must submit:

- A completed College of Micronesia-FSM Application or Early Admission to the college's OARR.
- A recommendation letter from the principal or his designee.
- Proof of paying the admission fee.
- Official high school transcript.

**All of the above must be submitted together as one packet.**

## Leave of Absence Policy

Students may take a leave of absence from the college by:

1. Completing the Withdrawal from COM-FSM Clearance form. Printable Withdrawal from COM-FSM Clearance form may also be downloaded from the College's [website](#).
2. Reading the Leave of Absence policy and signing acknowledgement of the readmission statement; and
3. If a boarding student, formally checking out of the residential hall.

The College is not responsible for transportation expenses for any student taking a leave of absence.

## Readmission

Students who are absent from school for at least an academic year (two semesters and a summer session) must apply for readmission. Applications for Readmission must be submitted at least one week before the first day of instruction of the semester in which the student plans to return. Printable Application for Readmission form may also be downloaded from the college's [website](#) .

Applications for readmission are considered on an equal basis with students applying for initial admission to the College. Students are readmitted upon the recommendation of the college's committee on RAR.

## Open Admission for Non-credit Courses

Non-credit courses are administered by the State Campuses. When offered, information is disseminated through the radio, TV, and printed notices in various public places. These courses are open to the general public.

## Unclassified Students

Unclassified students are: (a) individuals taking credit courses prior to applying for admission to the College; (b) students from other universities or colleges taking credit courses at the College of Micronesia-FSM for transfer back to their own institutions; or (c) individuals taking credit courses for personal or professional reasons.

Unclassified students may register in credit courses for which they have the necessary background and in which space is available. Students without the required pre-requisite(s) to a course as listed in the college's Catalog must attain the recommendation of the instructor and the approval of the Vice President for Instructional Affairs or his/her designee to enroll in the course. However, permission of the division chair may also be required in selected courses or academic disciplines. Ordinarily, unclassified students may register for no more than eight credits in an academic semester.

Completing courses while under unclassified status neither constitute nor guarantee admission to any degree program at the college. However, an unclassified student who has completed 24 credits at the college with a minimum GPA of 2.0 may apply for admission on regular status as a student seeking an associate degree. This application for degree seeking status must be made to and processed by the committee on RAR to ensure that the student is officially matriculated into the college. If admitted to regular status, the student may petition the OARR to consider credits earned as an unclassified student be counted toward the degree.

COM-FSM degree students may enroll as unclassified students. However, if degree-seeking status is desired, they should seek formal readmission to degree status at the College since credits earned in unclassified status might not be accepted towards the degree.

Regular application procedures for admission to degree programs apply at all times.

## Registration

Registration is the process of officially enrolling in the college, selecting a program of study, and paying all tuition and fees. Assistance will be given by the counselors and other staff members when registering, but final responsibility for completing the registration requirements rests with the student.

Dates for registration of new and continuing students are announced and posted before each term. Students entering COM-FSM for the first time either as freshmen or transfer students will be given an orientation.

## Academic Advisement

The objectives of the student advisement program are: (a) to ensure that students are aware of their program requirements; and (b) with the help of their advisor, follow the sequence of courses for their program to insure timely graduation.

The dean of academic programs or her designee assigns students to advisors who are either a faculty member or a counselor.

## Classes

### Class Schedule

The dean of academic programs and instructional coordinators is responsible for developing the class schedule.

The class schedule contains the semester offerings, as well as the time, instructor, room assignment, and enrollment limit of each course. This schedule is updated periodically during registration until classes begin. Class schedule is accessible online from the college's [website](#).





### **Changes in Student Class Schedule**

Changes should be minimized. However, if a change is unavoidable, students should obtain the proper forms from the Office of Admissions, Records and Retention (OARR). A change will become official only after the proper forms have been signed and returned to said Office.

### **Adding/Dropping a Course**

Courses may be added or dropped by students through the first three days of instruction during semester and first day of instruction during summer by completing the [add/drop form](#) that is available from OARR. Printable add/drop form may also be downloaded from the college's website.

Students who fail to officially add a course will not receive credit for the course. Students who fail to officially drop a course will be charged the full amount for the course.

### **Withdrawing from a Course**

Students who are planning to withdraw from a course must see their academic advisors before withdrawing from the course.

The academic advisors will assist the students in completing the withdrawal card, and sign it before returning it to the student who then secures the instructor's signature; thence submits the form to OARR. If the advisor is not available to assist the student, the vice president for instructional affairs or his/her designees can assist the student in completing the withdrawal card. Printable withdrawal form may also be downloaded from the college's [website](#).

However, instructors may withdraw a student from a course by submitting to the Office of Admissions, Records and Retention a completed withdrawal card (instructor use). Printable withdrawal card for instructor use may be downloaded from the college's [website](#).

### **Withdrawing from all Courses**

Students who are planning to withdraw from all courses must see their academic advisors before withdrawing. The academic advisors will assist the students in completing (a) withdrawal from COM- FSM clearance form, and (b) a drop form if the withdrawal is on or before the last day to drop courses, or a withdrawal form per registered course for post-drop period withdrawal. The completed forms are then submitted to OARR.

Students should be aware of the following timeline and charges for withdrawing from a course:

- Withdrawals within the first week of classes will not be recorded on the student's' transcript.
- A grade of "W" will be recorded on official transcript for withdrawals from course beginning the second through the tenth week of instruction.
- A semester grade of "F" will be given for withdrawals from a course after the tenth week of instruction.
- Tuition will not be charged for withdrawals during the add/drop period.
- For withdrawals after the add/drop period, full tuition (100%) will be charged for the course.

Summer session deadlines for these changes are noted on the calendars at the beginning of this catalog and are posted each session.

Students should understand that withdrawing from a course may prolong their time at the College. Courses in degree programs are offered in sequence and some courses are not offered every semester.

## **Classification and Identification of Students**

### **Freshmen**

Students in a degree program who have earned less than 30 semester credits.

### **Sophomores**

Students in a degree program who have earned from 30 to 70 semester credits.

### **Junior**

Students in a Bachelor's program or the Third-Year Certificate of Achievement Program who have earned from 71-105 semester credits.

### **Senior**

Students in the Bachelor's program who have earned from 106 and above semester credits

### **Full-time Students**

Students who register for 12 or more semester credits in a regular semester or six credits in a summer session. For financial aid purposes, the full-time credit load is 12 semester credits for the fall and spring semesters and six credits for the summer session

**Part-time Students**

Students who register for less than 12 semester credits in a regular semester or less than six credits in a summer session.

**Degree Students**

Students who have met all admission requirements and have been officially admitted into a degree program.

**Unclassified Students**

Students who have not been admitted to a degree program.

**Any Change of Personal Data Such as Address, Name, or Marital Status Should be Reported  
Immediately to the Office of Admission and Records.**

**Credit Load**

The number of semester credits that a student carries is called the credit load. An average load is 15 credits during the regular semester and six credits during the summer session.

Students are limited to a maximum load of 18 credits per regular semester and six credits per summer session. Additional courses can only be taken with permission by the vice president for instructional affairs.

**Major Subject Area**

The program in which students plan to earn their degree or certificate is the major subject area. Every student is required to declare a major in order to graduate. Students who have questions or have not yet determined their career or educational goals are urged to consult with a counselor prior to enrolling or during their first semester.

As the courses in the various majors are offered in sequence over several semesters, students are required to consult with a counselor or academic advisor before changing a major to avoid disrupting their program of study and lengthening their total time in college.

**Auditing Classes**

Students may be allowed to audit certain classes with the permission of the instructor after all students registering for credit have been enrolled. Auditing students receive no credit or grade for the course audited. Academic records are not maintained.

The extent of classroom participation is at the option of the instructor. Auditing students must register and pay a nonrefundable fee of \$20 per credit. Audited courses cannot be changed to credit status.

# Student Fees and Other Financial Obligations

## Tuition and Fees

The College of Micronesia-FSM Board of Regents sets the college's tuition and fees.

### Tuition Fee

The current tuition fee is \$135. Below is the schedule of tuition fees based on certain number of credits:

Number of Credits	Tuition Fees
1 .....	\$ 135.00
3 .....	\$ 405.00
6 .....	\$ 810.00
9 .....	\$ 1,215.00
12 .....	\$ 1,620.00
15 .....	\$ 2,025.00
18 .....	\$ 2,430.00

### Residence Hall Fee

Regular Semester	\$ 367.50
Summer Session	\$ 175.00

### Meals Fee (Board)

#### Regular Semester

On Campus.....	\$ 1,764.00
Off Campus (Lunch, MF).....	\$ 420.00

#### Summer Session

On Campus.....	\$ 840.00
Off Campus (Lunch, MF).....	\$ 200.00

#### Daily Rate

Breakfast.....	\$4.00
Lunch or Dinner.....	\$4.00

#### Other patrons

Breakfast.....	\$5.00
Lunch or Dinner.....	\$5.00

### COM-FSM Entrance Test (COMET) Fee

A fee of \$5.00 has to be paid by all students before taking the COMET.

### Admission Fee

A \$10.00 fee must accompany an application for admission at the College.

### Enrollment Fees

**Registration Fee:** A \$15.00 per semester registration fee has to be paid at the time of registration for both fulltime and part-time students. This helps defray the cost of enrolling students in classes, recording of grades, maintaining student records, and other expenses relative to the Office of Admissions and Records (OARR), Financial Aid Office (FAO), and Business Office.

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**Health Fee:** A \$15.00 per semester is charged to all students for student health care and counseling. However, charges incurred by the student at the hospital or private clinics are the responsibility of the student.

**Student Activity Fee:** A \$20.00 per semester is charged to all students. The fee provides student's access to all COM – FSM student curricular and extracurricular activities.

## Other Fees

**Technology Fee:** A \$100.00 fee per semester/session is charged to all students to have access to computers. This fee helps the College maintain up-to-date and adequate technology facilities for students.

**SCUBA Course Fee:** A \$100.00 fee is charged to all students taking ESS 102ws Open Water Scuba Diver course. This fee helps the college maintain the equipment necessary for the course.

**Laboratory Fee:** Students taking science, and agriculture laboratory courses are required to pay a fee of \$25.00 for each laboratory course.

**Total Cost of Ownership Fee:** A total cost of ownership fee is established to supplement funding for operations and maintenance of college facilities at all campuses or sites. Below is the fees applicable to Fall 2020 – Summer 2021:

	Fall 2020	Spring 2021	Summer 2021
Fulltime Student	\$ 200.00	\$ 200.00	\$ 50.00
Part time Student	\$ 70.00	\$ 70.00	\$ 25.00

## Fees Charged When Applicable

**Residence Hall Security Deposit:** Students applying to live in the residence halls must pay a security deposit of \$50.00. When moving out of the residence halls, the security deposit shall be refunded. Request for refunds must be in writing and submitted to Residence Hall Manager who will assess the room for damages and cleanliness. Business Office will process a check for refund of the security deposit upon receipt of clearance from the Residence Hall Manager.

**Late Registration Fee:** Students who register after the last day of scheduled registration are charged a late registration fee of \$5.00.

**Auditing Fee:** Students who are allowed to audit a course will be charged \$20.00 per credit for the course.

**Credit-By-Examination Fee:** A non-refundable fee of \$15.00 per course will be required when students apply to earn credit-by-examination.

**Graduation Fee:** \$36.50 fee is required for all students receiving a diploma for an associate degree or a third-year certificate of achievement in any program.  
\$10.00 fee is required for students completing other certificate of achievement programs. The fee must be paid when filing an application for graduation.

**Transcript Fee:** No fee is charged for the first request for a transcript. However, \$4.00 fee is charged for each subsequent request.

**Duplicate ID Fee:** A \$5.00 duplicate ID fee is charged to replace a lost ID card.

**Duplicate Diploma Fee:** A \$ 15.00 duplicate diploma fee is charged to duplicate lost diploma.

**No Sufficient Fund (NSF) Check Fee:** A \$15.00 fee is assessed for each check payment made by students that are returned by the bank for insufficient funds or for closed account.