

## **ACADEMIC ADVISING STANDARDS AND GUIDELINES**

**Vision Statement:** The College of Micronesia-FSM will assist the citizens of the Federated States of Micronesia to be well-educated, prosperous, globally-connected, accountable, healthy and able to live in harmony with the environment and the world community.

**Mission:** The mission of the College of Micronesia-FSM is: “Historically diverse, uniquely Micronesian, and globally connected, the college of Micronesia-FSM is a continuously improving and student centered institute of higher education. The college is committed to assisting in the development of the Federated States of Micronesia by providing academic, career and technical educational opportunities for student learning.”

### **College’s Values**

In order for us to achieve our vision, mission, and goals we agree to uphold the following core values and behaviors. We value:

#### **Learner-centeredness**

Learners are our primary focus and we provide quality instruction and services in a nurturing and safe environment.

#### **Professional behavior**

We are competent, service-oriented professionals with a commitment to life-long learning and a commitment to provide excellent and exemplary service to students, colleagues and the community.

#### **Innovation**

We provide a dynamic, creative, up-to-date, and innovative environment to allow the college community to function effectively in a global economy.

#### **Honesty and Ethical Behavior**

We are honest and abide by the COM-FSM Code of Ethics in all our personal and professional interactions to create and maintain trust and unity among ourselves and with our community.

#### **Commitment and Hard Work**

We commit and invest our time, energy and resources to create a rigorous, high quality-learning environment.

#### **Teamwork**

We live in a community where collaboration, open-mindedness, respect and support for each other help us achieve our mission.

### **Accountability**

We are responsible for and accountable in our daily activities to our partners and the community we serve. We comply with all applicable regulations and use our resources efficiently and effectively to maintain a high level of trust and confidence.

### **Strategic Goals**

The College of Micronesia-FSM, through a cycle of assessment and review, will continuously improve to meet or exceed current accreditation standards and will:

1. Promote learning and teaching for knowledge, skills, creativity, intellect, and the abilities to seek and analyze information and to communicate effectively
2. Provide institutional support to foster student success and satisfaction
3. Create an adequate, healthy and functional learning and working environment.
4. Foster effective communication.
5. Invest in sufficient, qualified, and effective human resources.
6. Ensure sufficient and well-managed fiscal resources that maintain financial stability.
7. Build a partnering and service network for community, workforce, and economic development.
8. Promote the uniqueness of our community, cultivate respect for individual differences, and champion diversity.
9. Provide for continuous improvement of programs, services and college environment.

**Academic Advising:** Academic Advising is defined as “a decision-making process during which students realize their maximum educational potential through communication and information exchanges with an advisor.”

**Purpose of Academic Advising Program:** The primary purpose of the academic advising program is to assist students in the development of meaningful educational plans that are compatible with their life goals. Academic advising at the College of Micronesia-FSM should be viewed as continuous process of clarification and evaluation.

### **COM-FSM Goals for Academic Advising:**

1. Development of suitable educational plans relating to the student’s IDP.
2. Clarification of career and life goals.
3. Selection of appropriate courses and other educational experiences.
4. Interpretation of institutional program requirements.
5. Evaluation of student progress toward established goals.
6. Development of decision-making skills.
7. Reinforcement of student self direction.
8. Referral to and use of institutional and community support services e.g. SSSP Services and other tutoring programs established by the college.

**Programs:** The academic advising program must promote learning and development in students by encouraging experiences which lead to intellectual growth, ability to communicate effectively,

realistic self-appraisal, enhanced self-esteem, clarification of values, appropriate career choices, leadership development, physical fitness, meaningful interpersonal relations, ability to work independently and collaboratively, social responsibility, appreciation of aesthetic and cultural diversity, and achievement of personal goals.

The academic program must provide current and accurate advising information to academic advisors.

The academic advising program must assure that academic advisors collaborate in the collection of relevant data about students for use in individual academic advising conferences.

### **Academic Advisor Responsibilities:**

The Advisor should:

1. Confer with each advisee at least twice a semester to accomplish the following:
  - To assist advisees in identifying their interests on educational and/or career goals.
  - To assist advisees in planning their academic Programs. This process can be facilitated if the advisor is prepared by reviewing:
    - a. The student's Individual Degree Plan
    - b. The registration procedure
    - c. a copy of the course selection materials for registration
    - d. the current College's general catalog
    - e. a list of requirements for each program being offered on campus
    - f. academic calendar for the college
    - g. student folders, including notes from previous terms
  - To review and use available data about students' academic and educational needs, performance, aspirations, and problems.
2. Familiarize himself/herself with program requirements consistent with the College catalog.
3. Become knowledgeable about general education requirements, degree requirements, academic policies and procedures.
4. Aware of other courses and academic programs available at the college.
5. Aware of campus programs and services available to students and able to refer students to these services when appropriate.
6. Help students understand why the referral is being made, explain what kinds of services are offered and what they may expect from the referred services, and help the students make the appointment.

### **Student's Responsibilities in the Academic Advising Process:**

1. Discuss their long-range goals with advisors.
2. Discussing their choice of major with advisors.
3. Making final decisions about choices concerning academic matters.
4. Being able and willing to ask intelligent questions about their degree program.
5. Keeping advisors informed of changes in schedule, academic problems, change of major, etc.
6. Making regular appointments with you and seeking help when needed.
7. Keeping advising appointment and being on time.

8. Gathering all decision-making information before appointments.
9. Following through on referrals.
10. Accept responsibility for decisions and academic choices.

### **Are you a good Advisor?**

Many professional and faculty advisors have no standardized means of evaluating their advising performance. Often, the only evidence of effective advising is a student's genuine thanks. A careful self-appraisal may provide you with an objective look at your advising skills and how you might improve them.

Ask yourself the following questions:

1. Are your office hours visibly posted? How well do you keep them?
2. How many students do you really see during the week?
3. Do you ever invite your students to come in to see you?
4. Do you keep accurate, clear advising notes?
5. Do you request written evaluations from your students?
6. Do you give advisees the time and consideration warranted by their concerns?
7. When referring students to other offices, do you help them "connect" by providing the names and phone numbers of people to contact?
8. Do you attempt to help students choose courses which relate to their program of study?
9. Do you treat all students equally and with respect without regard to age, race, disability, gender, and sexual or religious preference?
10. Do you handle student concerns creatively?
11. Do you keep up with changes in college and departmental policies?

### **Communication Skills for Advisors:**

The Advising process may be enhanced by certain advisor behaviors and may be affected negatively by others. Verbal and non-verbal behaviors such as facial expression, tone of voice, and body language can have an impact on advising outcomes. Some effective verbal and non-verbal communication behaviors are summarized below.

1. Effective Communication Skills
  - a. Adjusts tone of voice to advisees
  - b. Allows advisee to choose direction of the discussion
  - c. Reflects back and clarifies statements
  - d. Uses understandable words
  - e. Interprets academic jargon when needed
  - f. Summarizes for advisee
  - g. Help advisee focus on issues
  - h. Responds to primary message
  - i. Calls advisee by first name
  - j. Asks open questions; encourages the advisee to give complete answers
  - k. Use verbal reinforcers, e.g., "mm-mm", "I see", "Yes"
  - l. Uses moderate rate of speech

## 2. Non Verbal

- a. Maintains good eye contact
- b. Leans body towards advisee
- c. Nods heads occasionally
- d. Uses hand gestures occasionally
- e. Has appropriate facial expression; smiles
- f. Demonstrates respect for the student

### **Advising Students in Developmental Courses:**

Some students continue to need developmental math and/or English courses even though they are admitted into the degree programs at national campus and a large number of students are enrolled in developmental courses at the state campuses. All new students are required to take a placement test for English courses and students are placed in math classes according to their scores on the COMET. Sometimes students perform poorly on tests and their actual classroom performance may exceed the course they placed into. On the other hand, some students may be placed in a class that is too difficult for them. Instructors who teach developmental math or English courses have the option to move students in developmental courses from one course to another during the first three weeks of a semester. The “Developmental Add/Drop Form” is used for this purpose.

### **Advising Students with Unsatisfactory Academic Performance:**

An unfortunate fact of academic life is that a good number of College of Micronesia-FSM students for a variety of reasons, have poor academic performance. Academic advisors often must advise students who are on warning, probation, or suspension. For some students, unsatisfactory performance reflects certain types of problems that are often long-standing and, if not given attention, may continue and result in further academic difficulties.

Reasons for unsatisfactory performance include:

1. Poor study habits
2. Noise in the dormitory
3. Working and going to school
4. Living in a crowded home environment
5. Student/teacher relationship
6. Unrealistic course choices in view of interests and abilities
7. Lack of direction
8. Exam anxiety and/or poor exam taking techniques
9. Personal and/or family problems
10. Not being prepared to perform college-level work
11. Lack of motivation
12. Living far away from the college

### **Suggestions for Working with Students with Unsatisfactory Performance:**

1. Review students’ previous records to determine if there is a long-standing history of poor performance and if a significant number of unsatisfactory hours have been accumulated.

2. Candidly discuss the consequences of past or present unsatisfactory performance and the outcome of continued unsatisfactory grades(e.g., probation, suspension, or dismissal). Refer to the college catalog for specific consequences.
3. Convey to students your concern about their academic performance and encourage them to meet with you or appropriate instructor(s) on a regular basis.
4. Refer students to appropriate on-campus resources such as the LRC, the counseling services, nursing services, SSSP services, and other on island related services.
5. Assist students in making course selections in relation to their past performance.
6. Suggest taking a reduced course load.
7. Work with students to determine the reasons for unsatisfactory grades and help them to determine the types of changes that need to occur.

Very often concerned advisors can influence students' academic careers and may also contribute to improved student retention. Students do not always recognize the consequences of unsatisfactory performance, and through early intervention, advisors may help students avert continued academic difficulties.

### **Legal and Ethical Issues in Academic Advising:**

Legal issues involved in academic advising fall generally under four categories (Young, D. Parker, "Legal Issues Regarding Academic Advising, "NACADA Journal, November 1982).

1. The contractual relationship between students and institution;
2. Guidelines governing privacy of students' records;
3. The concept of privileged communications, and
4. Academic due process and the need for grievance procedures.

Through COM-FSM publications, most notably the catalog and departmental materials, the COM-FSM establishes contractual obligations between the institution and students. Responsibility of knowing College policies/procedures rests with students, and advisors will not be held personally liable for negligent, irresponsible, or unpredictable behavior of students. By keeping complete and accurate notes of advising sessions, advisors can protect themselves against claims of erroneous advising.

The Family Educational Rights and Privacy Act of 1974 protects the privacy of students' records and provides for students' access to information in advising files. Any notes should be written with this in mind; notes of a personal nature should not be included in the file. COM-FSM officials and faculty with a legitimate interest may view student files but other parties may do so only with student permission. **For example, advisors should not reveal specific information about students to parents or spouses unless they have permission to do so.** Even though students have a right to privacy, advisors may discuss confidential information with other appropriate individuals in an effort to help them.

## **Advisor Roles and Responsibilities**

In the advisor-advisee relations, the student is primarily responsible for seeking academic advisement from the advisor. The central roles and responsibilities of the advisor are

To assist students in developing sound academic programs by:

- exploring with student their individual interests, abilities, and goals; assisting students in developing an academic plan that satisfies graduation requirements;
- offering advice in the selection and sequencing of courses which meet requirements of general education, major, and electives;
- helping students explore career options that are consistent with their program of study; and
- monitoring student progress and helping students make desired adaptations in their programs.

To make known to students the programs, resources, and services available at the College that may offer information/assistance at the student's particular stage of academic or career development.

To establish a relationship of trust and openness which will allow students to become increasingly self-directing.

To discuss matters of general College adjustment with students.

To keep informed about College policies, regulations, programs, and procedures in order to answer accurately student questions and concerns.

## **Student Responsibilities**

Each student must bear ultimate responsibility for the development of his or her academic program and for meeting all graduation requirements.

In the advisor-advisee relationship, the student responsibilities are:

1. to meet with their advisor as frequently as necessary to keep the advisor informed about changes in progress, course selection, career goals, and registration.
2. to seek sources of information which will assist them in making life/career decisions;
3. to contact the advisor when confronted with major academic problems and to keep the advisor aware of other problems which may affect their academic performance;
4. to be an active participant in the advisor-advisee relationship and to become increasingly self-directing in their development as students;
5. to meet all graduation requirements, following the academic plan established by students in consultation with their advisor;
6. to maintain personal records of academic progress and to resolve any discrepancies on the official grade reports; and
7. to become knowledgeable about college regulations, program requirements, and procedures.

To prevent academic difficulty, students should be reminded to allow adequate time for studying and class preparation. A guide to go by is three (3) hours of study time for every one (1) hour of class time. Study time should include reviewing lecture notes, reading textbooks and taking notes, improving vocabulary, preparing questions for the next class, homework, research, etc.

On the following page is a checklist that can be used when working with students in academic difficulty. This checklist, used as a part of a recovery program for failing students, was developed by Dr. Debbie Wilson, sports psychologist, at George Mason University.



## COMMON CAUSES OF LOW GRADES

Name \_\_\_\_\_

Date \_\_\_\_\_

Step A: Mark "X" for those true for you.

Step B: Circle the "X's" for the problem(s) which bothered you the most.

- \_\_\_\_\_ lack of study skills
- \_\_\_\_\_ poor high school preparation
- \_\_\_\_\_ difficulty managing time
- \_\_\_\_\_ borderline understanding of the course material
- \_\_\_\_\_ unsure of major
- \_\_\_\_\_ no clear plan or goal
- \_\_\_\_\_ hard classes, hard schedule, unable to drop course(s)
- \_\_\_\_\_ unhappy with teaching skills of instructor(s)
- \_\_\_\_\_ financial problems
- \_\_\_\_\_ physical illness, health problems or injury
- \_\_\_\_\_ use of alcohol or other drugs
- \_\_\_\_\_ adjustment to new environment in Pohnpei
- \_\_\_\_\_ trouble making friends
- \_\_\_\_\_ pressure, causing stress or tension
- \_\_\_\_\_ test anxiety, difficulty with test-taking
- \_\_\_\_\_ adjustment to COM-FSM
- \_\_\_\_\_ separation from home, family, friends
- \_\_\_\_\_ lack of motivation
- \_\_\_\_\_ home or family problems
- \_\_\_\_\_ loneliness, lack of emotional support
- \_\_\_\_\_ housing/roommate issues
- \_\_\_\_\_ diagnosed disability
- \_\_\_\_\_ computer error
- \_\_\_\_\_ transportation problems
- \_\_\_\_\_ difficulty sleeping
- \_\_\_\_\_ other; describe \_\_\_\_\_

## **Degree Programs General Education Requirements:**

Students are urged to pay attention to both the selection of scholastic emphasis on the courses within their degree program and general education degree requirements. These courses are designed to provide the students with a solid foundation for further study and an essential part of their education.

The College of Micronesia-FSM also administers placement tests to determine the level at which entering freshmen are prepared to begin their work in English and Mathematics courses.

### **AA/AS Degree Programs General Education Requirements:**

**For AA/AS degree programs, the total number of semester hours must include the following:**

#### **English Communication Skills (9 credits)**

Nine semester hours: EN110, EN120a and EN120b

#### **Mathematics (3 credits)**

Three semester hours: Any 100 level or above mathematics course.

#### **Natural Sciences (7 credits)**

Seven semester hours: An introductory course in science and/or higher sequence course from one of the following: biology, physical science, chemistry anatomy and physiology I and II, marine biology, botany, zoology of which one semester hour must be earned in the accompanying laboratories or Crop Production, or Principles of Animal Science.

#### **Social Science (3 credits)**

Three semester hours: SS150

#### **Computer Applications (3 credits)**

Three semester hours: CA100

#### **Exercise Sports Science (1 credits)**

One semester hour: ESS course

#### **Humanities (3 credits)**

Three semester hours: Art, Music, History, Literature, Philosophy or Language

The total semester hours in General Education Requirements is 29.

**AAS Degree Programs General Education Requirements:**

**For AAS degree programs, the total number of semester hours must include the following:**

**English Communication Skills(3 credits)**

Three semester hours: EN123

**Mathematics (8 credits)**

Eight semester hours: MS104 and MS106

**Science with lab (4 credits)**

Four semester hours: Any Science with lab such as Oceanography, Marine Biology, Chemistry, Biology, or Physical Science.

**Computer Applications (3 credits)**

Three semester hours: CA100

**Exercise Sports Science (1 credit)**

One semester hour: ESS course

**Humanities (3 credits)**

Three semester hours: Art, Music, History, Literature, Philosophy or Language

The total semester hours in General Education Requirements is 22.

**Advanced Certificate of Achievement in Maritime Studies General Education Requirements:**

**For Adv. Cert. of Achievement programs, the total number of semester hours must include the following:**

**English Communication Skills(3 credits)**

Three semester hours: EN123

**Mathematics (8 credits)**

Eight semester hours: MS104 and MS106

**Science with lab (4 credits)**

Four semester hours: Any Science with lab such as Oceanography, Marine Biology, Chemistry, Biology, or Physical Science.

**Computer Applications (3 credits)**

Three semester hours: CA100

**Exercise Sports Science (1 credit)**

One semester hour: ESS course

**Humanities (3 credits)**

Three semester hours: Art, Music, History, Literature, Philosophy or Language

The total semester hours in General Education Requirements is 22.



## College of Micronesia-FSM

### COUNSELGRAM


<b>Date:</b>	<b>Time:</b>
<b>Student:</b>	<b>Telephone number(s):</b> <b>Email address:</b>
	<b>Address:</b>
<b>Contacted us by:</b>	

<b>Nature of problem/complaint:</b>


<b>Requested resolution to problem/complaint:</b>

**Matter resolved on:** \_\_\_\_\_ **By:** \_\_\_\_\_


**Notes:**

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<b>COURSE SELECTION FORM</b>		<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall    Year				
<b>1</b> Name (Last Name, First Name, Middle Name)		<b>2</b> Major				
<b>3</b> Date of Birth _____ Month    Day    Year	<b>4</b> Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>5</b> Social Security Number		<b>6</b> Registration Status <input type="checkbox"/> New <input type="checkbox"/> Con't <input type="checkbox"/> Returning		
COURSE NO.	COURSE TITLE	CREDIT	INSTRUCTOR	ROOM	DAY	TIME
<b>Total Number of Credits</b>		<b>Advisor's Approval</b>				

Form No. 2 (Rev. 1/3/2003)

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<b>1</b> Name (Last Name, First Name, Middle Name)		<b>2</b> Major				
<b>3</b> Date of Birth _____ Month    Day    Year	<b>4</b> Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>5</b> Social Security Number		<b>6</b> Registration Status <input type="checkbox"/> New <input type="checkbox"/> Con't <input type="checkbox"/> Returning		
COURSE NO.	COURSE TITLE	CREDIT	INSTRUCTOR	ROOM	DAY	TIME
<b>Total Number of Credits</b>		<b>Advisor's Approval</b>				

Form No. 2 (Rev. 1/3/2003)



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Phone: (491) 350-2214

**FSM FMI**  
P.O. Box 1024  
Colonia, Yap, FSM 96913  
Phone: 350-6219

Upon consultation with the advisor, the student has requested to add/drop the following course(s). The change(s) shall become effective when all required signatures are obtained.

Spring     Summer     Fall     Year


<b>1</b> Name (Last Name, First Name, Middle Name)	<b>2</b> Campus or Site	<b>3</b> Date
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	COURSE NO.	COURSE TITLE	CREDITS	TIME	DAY	INSTRUCTOR
ADD						
DROP						

<b>4</b> Student (Signature over printed name)  Date _____	<b>5</b> Advisor (Signature over printed name)  Date _____
--	--

RECORDED BY _____	JOB TITLE _____	DATE RECORDED _____	
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Form No. 1 (Rev. 1/2/2005)



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<b>1</b> Name (Last Name, First Name, Middle Name)	<b>2</b> Campus or Site	<b>3</b> Date
--	-------------------------	---------------

	COURSE NO.	COURSE TITLE	CREDITS	TIME	DAY	INSTRUCTOR
ADD						
DROP						

<b>4</b> Student (Signature over printed name)  Date _____	<b>5</b> Advisor (Signature over printed name)  Date _____
--	--

RECORDED BY _____	JOB TITLE _____	DATE RECORDED _____	
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Form No. 1 (Rev. 1/2/2005)



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**Developmental Course Add/Drop Request Form**

This form is to be used when an Instructor recommends that a student be moved either up to a higher level or down to a lower level course. After the end of the first week of Drop/Add, this form will be used during the second and third weeks of the term. The change(s) shall become effective when all required signatures are obtained.

Semester: \_\_\_\_\_ State/Campus: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Name (Print): \_\_\_\_\_

**DROP**

Course #: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credits: \_\_\_\_\_

Meeting time: \_\_\_\_\_

Meeting days: \_\_\_\_\_

**ADD**

Course #: \_\_\_\_\_

Course Title: \_\_\_\_\_

Credits: \_\_\_\_\_

Meeting time: \_\_\_\_\_

Meeting days: \_\_\_\_\_

**Signatures**

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor of DROP course: \_\_\_\_\_

Date: \_\_\_\_\_

Instructor of ADD course: \_\_\_\_\_

Date: \_\_\_\_\_

Copy to student's advisor: \_\_\_\_\_

Recorded by: \_\_\_\_\_ (OAR/State Campus Staff)



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**FSM FBI**  
P.O. Box 1066  
Colonial Yp, FSM 96913  
Phone: 320-4214

<b>WITHDRAWAL CARD</b>		<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall                    Year _____				
<b>1</b> Name (Last Name, First Name, Middle Name)		<b>2</b> Campus or Site		<b>3</b> Date		
COURSE NO.	COURSE TITLE	CREDIT	INSTRUCTOR	ROOM	DAY	TIME
<b>4</b> Student has returned all books and materials <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>5</b> Student (Signature over printed name) _____ Date _____			
<b>6</b> Advisor (Signature over printed name) _____ Date _____			<b>7</b> Instructor (Signature over printed name) _____ Date _____			
<ul style="list-style-type: none"> <li>▶ Student may withdraw from a course up to two weeks after mid-term</li> <li>▶ Fill out the Withdrawal Card and take it to your <b>Academic Advisor</b> and <b>Instructor</b> for approval.</li> <li>▶ Return all borrowed books and materials to your instructor.</li> <li>▶ Return the Withdrawal Card to the Office of Admissions and Records</li> </ul>						
RECORDED BY _____		JOB TITLE _____		DATE RECORDED _____		

Form No. 3 (Rev. 1/8/2006)



**COLLEGE OF MICRONESIA-FSM**  
Office of Admissions and Records  
www.comfsm.fm

Accredited by the Western Association of Schools and Colleges (WASC)

**NATIONAL CAMPUS**  
P.O. Box 159  
Saipan, Palau, FSM 96941  
Phone: (691) 320-2480

**PHONPEI CAMPUS**  
P.O. Box 414  
Kolonia, Pohnpei, FSM 96911  
Phone: (471) 320-3792

**CHUK CAMPUS**  
P.O. Box 879  
Weno, Chuuk, FSM 96912  
Phone: (471) 320-2489

**KORRAE CAMPUS**  
P.O. Box 37  
Taka, Kosrae, FSM 96914  
Phone: (471) 370-3191

**YAP CAMPUS**  
P.O. Box 216  
Colonial Yp, FSM 96913  
Phone: (471) 320-2216

**FSM FBI**  
P.O. Box 1066  
Colonial Yp, FSM 96913  
Phone: 320-4214

<b>WITHDRAWAL CARD</b>		<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall                    Year _____				
<b>1</b> Name (Last Name, First Name, Middle Name)		<b>2</b> Campus or Site		<b>3</b> Date		
COURSE NO.	COURSE TITLE	CREDIT	INSTRUCTOR	ROOM	DAY	TIME
<b>4</b> Student has returned all books and materials <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>5</b> Student (Signature over printed name) _____ Date _____			
<b>6</b> Advisor (Signature over printed name) _____ Date _____			<b>7</b> Instructor (Signature over printed name) _____ Date _____			
<ul style="list-style-type: none"> <li>▶ Student may withdraw from a course up to two weeks after mid-term</li> <li>▶ Fill out the Withdrawal Card and take it to your <b>Academic Advisor</b> and <b>Instructor</b> for approval.</li> <li>▶ Return all borrowed books and materials to your instructor.</li> <li>▶ Return the Withdrawal Card to the Office of Admissions and Records</li> </ul>						
RECORDED BY _____		JOB TITLE _____		DATE RECORDED _____		

Form No. 3 (Rev. 1/8/2006)





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P.O. Box 159  
Paliker, Pohnpei FM 96941

**POHNPEI CAMPUS**  
P.O. Box 614  
Koloniär, Pohnpei FM 96941  
Phone:(691)-320-3799

**CHUUK CAMPUS**  
P.O. Box 879  
Weno, Chuuk FM 96942  
Phone:(691)-330-2740

**KOSRAE CAMPUS**  
P.O. Box 37  
Tofol, Kosrae FM 96944  
Phone:(691)-370-3191

**YAP CAMPUS**  
P.O. Box 286  
Colonía, Yap FM 96943  
Phone:(691)-350-2296

**FSM-FMI**  
P.O. Box 1056  
Colonía, Yap FM 96943  
Phone:(691)-350-5244

<b>WITHDRAWAL CARD</b> (For Instructor Use)				<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall			Year
<b>1</b> Name (Last Name, First Name, Middle Name)				<b>2</b> Campus or Site		<b>3</b> Date	
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>	<b>INSTRUCTOR</b>	<b>ROOM</b>	<b>DAY</b>	<b>TIME</b>	
<b>4</b> Student has returned all books and materials <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>5</b> Instructor (Signature over printed name) _____ Date _____				
▶ Return the Withdrawal Card to the Office of Admissions and Records							
<b>RECORDED BY</b>		<b>JOB TITLE</b>		<b>DATE RECORDED</b>			



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P.O. Box 1056  
Colonía, Yap FM 96943  
Phone:(691)-350-5244

<b>WITHDRAWAL CARD</b> (For Instructor Use)				<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall			Year
<b>1</b> Name (Last Name, First Name, Middle Name)				<b>2</b> Campus or Site		<b>3</b> Date	
<b>COURSE NO.</b>	<b>COURSE TITLE</b>	<b>CREDIT</b>	<b>INSTRUCTOR</b>	<b>ROOM</b>	<b>DAY</b>	<b>TIME</b>	
<b>4</b> Student has returned all books and materials <input type="checkbox"/> YES <input type="checkbox"/> NO			<b>5</b> Instructor (Signature over printed name) _____ Date _____				
▶ Return the Withdrawal Card to the Office of Admissions and Records							
<b>RECORDED BY</b>		<b>JOB TITLE</b>		<b>DATE RECORDED</b>			



**COLLEGE OF MICRONESIA-FSM**  
Office of Admissions and Records  
[www.comfam.fm](http://www.comfam.fm)

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**NATIONAL CAMPUS**  
P.O. Box 199  
Palikir, Pohnpei, FSM 96801  
Phone: (691) 330-3480

**POHNPEI CAMPUS**  
P.O. Box 414  
Kolonia, Pohnpei, FSM 96811  
Phone: (691) 330-3792

**CHUK CAMPUS**  
P.O. Box 1074  
Weno, Chuuk, FSM 96812  
Phone: (691) 330-2408

**KOSRAE CAMPUS**  
P.O. Box 37  
Tofel, Kosrae, FSM 96841  
Phone: (691) 370-8151

**YAP CAMPUS**  
P.O. Box 204  
Colonia, Yap, FSM 96813  
Phone: (691) 350-2214

**FSM FMI**  
P.O. Box 1066  
Colonia, Yap, FSM 96813  
Phone: 350-6214

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## GRADE CHANGE FORM

Spring     Summer     Fall     Year

**1** Name (Last Name, First Name, Middle Name)

**2** Major

**3** Date of Birth  
 \_\_\_\_\_  
Month    Day    Year

**4** Gender  
 Male     Female

**5** Social Security Number  
 \_\_\_\_\_

**6** Registration Status  
 New     Con't     Returning

### COURSE INFORMATION

COURSE NO.	COURSE TITLE	CREDIT	INSTRUCTOR	ROOM	DAY	TIME

**Original Grade Assigned**

**Grade to be Corrected To**

**NOTE: ALL** items must be completed. This form is an official record and will be filed as a supplement to your Final Grade and Attendance Record on file in the Admissions and Records Office.

**7** Instructor (Signature over printed name)

\_\_\_\_\_

Date

Removal of "incomplete" (Student has completed course within the stipulated time).

Correction of error in assigning original grade. PLEASE SPECIFY IN DETAIL. (All grades are final and may not be changed unless a clerical or computational error occurred. Students may not be allowed to complete additional work after the final grade has been assigned or to repeat examinations in order to improve a grade.

**FOR OFFICE USE ONLY**

**Copies:**


Financial Aid Office



Academic Advisor


Student's File

**RECORDED BY** \_\_\_\_\_ **JOB TITLE** \_\_\_\_\_ **DATE RECORDED** \_\_\_\_\_

Form No.10 (Rev. 1/2/2005)

 <p><b>COLLEGE OF MICRONESIA-FSM</b> Office of Admissions and Records www.comfsm.fm</p> <p>Accredited by the Western Association of Schools and Colleges (WASC)</p>	<b>NATIONAL CAMPUS</b> P.O. Box 150 Palikir, Pohnpei, FSM 96941 Phone: (699) 320-2480	<b>CHUK CAMPUS</b> P.O. Box 875 Wano, Chuuk, FSM 96912 Phone: (691) 330-2489	<b>YAP CAMPUS</b> P.O. Box 284 Colonia, Yap, FSM 96913 Phone: (691) 350-2216
	<b>POHNPEI CAMPUS</b> P.O. Box 419 Kolonia, Pohnpei, FSM 96911 Phone: (691) 320-2716	<b>KOSRAE CAMPUS</b> P.O. Box 37 Tofa, Kosrae, FSM 96949 Phone: (691) 370-2151	<b>FSM FMI</b> P.O. Box 1064 Colonia, Yap, FSM 96913 Phone: 320-2219
<h2 style="margin: 0;">CHANGE OF MAJOR/IDP</h2>			
<input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall    Year			
<b>Complete the top portion, then take the form to your academic advisor to discuss the merits of changing your major/IDP.</b>			
<b>1</b> Name (Last Name, First Name, Middle Name)		<b>2</b> Date	
<b>3</b> Change Major/IDP from		<b>4</b> Change Major/IDP to	
<b>REASON FOR REQUEST TO CHANGE MAJOR/IDP</b>			
<b>5</b> Student (Signature over printed name) _____ <div style="text-align: right; margin-top: 10px;">Date _____</div>		<b>6</b> Advisor (Signature over printed name) _____ <div style="text-align: right; margin-top: 10px;">Date _____</div>	
<b>FOR OFFICE OF ADMISSIONS AND RECORDS/STATE CAMPUS DIRECTOR USE ONLY</b> <i>After your academic advisor signs the form, take it to the Office of Admissions and Records or the State Campus Director</i>			
<b>REQUEST TO CHANGE MAJOR/IDP</b>			
<input type="checkbox"/> <b>APPROVED,</b> effective _____		<input type="checkbox"/> <b>DENIED</b> due to _____	
<b>SIGNATURE</b> (Coordinator, Admissions and Records/Campus Director)		<b>Date</b>	
Form No.5 (Rev. 1/3/2005)			

 <p><b>COLLEGE OF MICRONESIA-FSM</b> Office of Admissions and Records www.comfsm.fm</p> <p>Accredited by the Western Association of Schools and Colleges (WASC)</p>	<p><b>NATIONAL CAMPUS</b> P.O. Box 159 Palikir, Pohnpei, FSM 96941 Phone: (699) 330-2480</p> <p><b>POHNPEI CAMPUS</b> P.O. Box 614 Kolonia, Pohnpei, FSM 96911 Phone: (699) 330-3790</p>	<p><b>CHURUK CAMPUS</b> P.O. Box 679 Wamö, Chuuk, FSM 96912 Phone: (699) 330-2489</p> <p><b>KOSRAE CAMPUS</b> P.O. Box 37 Tofa, Kosrae, FSM 96914 Phone: (699) 370-3191</p>	<p><b>YAP CAMPUS</b> P.O. Box 216 Colonia, Yap, FSM 96913 Phone: (699) 360-2276</p> <p><b>FSM FBI</b> P.O. Box 1004 Colonia, Yap, FSM 96913 Phone: 350-4214</p>
	<p><b>COURSE SUBSTITUTION</b>    <input type="checkbox"/> Spring    <input type="checkbox"/> Summer    <input type="checkbox"/> Fall    Year _____</p>		
<p><b>FOR EXCEPTIONAL CASES ONLY. NOT INTENDED TO REPLACE POLICIES ALREADY IN PLACE</b></p>			
<p><b>1</b> Name (Last Name, First Name, Middle Name)</p>		<p><b>2</b> Date</p>	
<p><b>3</b> Major</p>		<p><b>4</b> Academic Advisor</p>	
<p><b>5</b> Degree or Program</p>		<p><b>6</b> Anticipated Date of Completion</p>	
<p><b>I REQUEST PERMISSION TO SUBSTITUTE</b> (Course Number and Title)</p>		<p>CREDITS <input type="text"/></p>	<p>FOR </p>
<p><b>REQUIRED COURSE IN MAJOR</b> (Course Number and Title)</p>		<p>CREDITS <input type="text"/></p>	
<p><b>REASON FOR REQUEST</b> (Explain why this substitution is appropriate; attached supporting documentation, e.g., updated IDP)</p>			
<div style="border: 1px solid black; background-color: #f0f0f0;"></div>			
<p><b>7 Student</b> (Signature over printed name)</p> <p>_____</p> <p style="text-align: center;">Date</p>		<p><b>8 Advisor</b> (Signature over printed name)</p> <p>_____</p> <p style="text-align: center;">Date</p>	
<p><b>FOR INSTRUCTIONAL AFFAIRS USE ONLY</b></p>			
<p>Request Approved <input type="checkbox"/>    Request Denied <input type="checkbox"/></p>		<p>Request Approved <input type="checkbox"/>    Request Denied <input type="checkbox"/></p>	
<p><b>REASON</b></p>		<p><b>REASON</b></p>	
<div style="border: 1px solid black; background-color: #f0f0f0;"></div>		<div style="border: 1px solid black; background-color: #f0f0f0;"></div>	
<p>_____ Director of Academic/Vocational Programs</p> <p style="text-align: center;">Date</p>		<p>_____ Vice President of Instructional Affairs</p> <p style="text-align: center;">Date</p>	

	<b>COLLEGE OF MICRONESIA-FSM</b> <b>Office of Admissions and Records</b> www.cornfsm.fm Accredited by the Western Association of Schools and Colleges (WASC)	<b>NATIONAL CAMPUS</b> P.O. Box 159 Saipan, Palmyra, FSM 96941 Phone: (691) 320-2480	<b>CHUK CAMPUS</b> P.O. Box 879 Wingo, Chuuk, FSM 96912 Phone: (671) 330-2408	<b>YAP CAMPUS</b> P.O. Box 216 Colonia Yap, FSM 96913 Phone: (671) 300-2276
		<b>POHNPEI CAMPUS</b> P.O. Box 419 Colonia Pohnpei, FSM 96911 Phone: (671) 320-3790	<b>KOSRAE CAMPUS</b> P.O. Box 27 Tolo, Kosrae, FSM 96994 Phone: (671) 370-0191	<b>FSM FMI</b> P.O. Box 1094 Colonia Yap, FSM 96913 Phone: 350-6219
<b>REQUEST TO REGISTER AFTER CLASSES BEGIN</b>				
<b>INSTRUCTIONS:</b> Students wanting to register after classes have begun should complete the top portion of this form and submit it with the supporting document(s) to either Vice Presidents. After the first Vice President makes his decision, this form should be forwarded to the other Vice President. After the second Vice President makes his decision, copies should be distributed as indicated below.				
<b>1</b> Name (Last Name, First Name, Middle Name)			<b>2</b> Date	
<b>3</b> For Academic Term <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall   Year		<b>4</b> Campus or Site		<b>5</b> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
<b>6</b> Mailing Address (P.O. Box, Street, City, State, Country, ZIP Code)			<b>7</b> Citizenship <input type="checkbox"/> Micronesian <input type="checkbox"/> Others, specify _____	
<b>8</b> Date of Birth (MM/DD/YYYY)		<b>9</b> Social Security Number		<b>10</b> Phone Number
<b>11</b> E-Mail Address		<b>12</b> Major		<b>13</b> Status <input type="checkbox"/> New <input type="checkbox"/> Continuing <input type="checkbox"/> Returning
<b>REASON(S) FOR REQUESTING TO REGISTER AFTER CLASSES BEGIN</b> Please attach document (s) that support your request				
<b>14</b> Student (Signature over printed name)				
<b>FOR OFFICE USE ONLY</b>				
<b>VICE PRESIDENT, Support and Student Affairs</b>			<b>VICE PRESIDENT, Instructional Affairs</b>	
<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED  _____ Signature  _____ Date			<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED  _____ Signature  _____ Date	
RECORDED BY _____		JOB TITLE _____		DATE RECORDED _____
Form No.11 (Rev. 1/3/2005)				



**COLLEGE OF MICRONESIA-FSM**  
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**NATIONAL CAMPUS**  
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P.O. Box 875  
Wano, Chuuk, FSM 96912  
Phone: (471) 330-2489

**YAP CAMPUS**  
P.O. Box 284  
Colonia, Yap, FSM 96913  
Phone: (471) 330-2216

**POHNPET CAMPUS**  
P.O. Box 414  
Kolonia, Pohnpei, FSM 96941  
Phone: (471) 330-3795

**KOSRAE CAMPUS**  
P.O. Box 37  
Tofel, Kosrae, FSM 96944  
Phone: (471) 370-3151

**FSM FMI**  
P.O. Box 1004  
Colonia, Yap, FSM 96913  
Phone: 330-9294

## APPLICATION FOR RE-ADMISSIONS

<b>1</b> Name (Last Name, First Name, Middle Name)			<b>2</b> Date		
<b>3</b> For Academic Term <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall   Year _____		<b>4</b> Campus or Site		<b>5</b> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>6</b> Mailing Address (P.O. Box, Street, City, State, Country, ZIP Code)				<b>7</b> Date of Birth (MM/DD/YYYY)	
<b>8</b> Social Security Number		<b>9</b> Phone Number		<b>10</b> E-Mail Address	

**CHECK THE PROGRAM YOU PLAN TO FOLLOW IF YOU RETURN TO COM-FSM**

<input type="checkbox"/> Liberal Arts	<input type="checkbox"/> Teacher Preparation	<input type="checkbox"/> Business Administration	<input type="checkbox"/> Computer Information Systems	<input type="checkbox"/> Media Studies
<input type="checkbox"/> Liberal Arts/HCOP	<input type="checkbox"/> Liberal Arts/HCOP	<input type="checkbox"/> Micronesian Studies	<input type="checkbox"/> General Agriculture	<input type="checkbox"/> Early Childhood Education
<input type="checkbox"/> Teacher Education (State Campus Only)	<input type="checkbox"/> Marine Science	<input type="checkbox"/> Hotel and Restaurant Management (Pohnpei Campus Only)		
<input type="checkbox"/> Associate of Applied Science, major in _____				
<input type="checkbox"/> Certificate of Achievement in _____				
<input type="checkbox"/> Third Year Certificate of Achievement in _____				


<b>11</b> Why did you leave COM-FSM?	
<b>12</b> Why do you wish to return to COM-FSM?	<b>13</b> What do you plan to do if you finish your degree at COM-FSM?
<b>14</b> Describe what activities you have been doing since you left COM-FSM? Example: Describe any job (s) you have had. List any College or other courses you have taken. Describe any travel you have taken outside your State?	
<b>15</b> Where do you wish to live? <input type="checkbox"/> Dormitory <input type="checkbox"/> Off Campus	<b>16</b> If you wish to live off-campus, list name and complete address of your sponsor

<p><b>17</b> While at COM-FSM, you were provided with a round trip ticket to COM-FSM and back to your home state. COM-FSM can provide only one ticket per student while attending COM-FSM. Therefore, you must provide your own transportation to and from COM-FSM when you return. Can you provide your own transportation to and from COM-FSM?</p> <p><input type="checkbox"/> YES   <input type="checkbox"/> NO</p>	<p style="text-align: center;"><b>FOR BUSINESS OFFICE USE ONLY</b></p> <p>Applicant has outstanding balance   <input type="checkbox"/> YES   <input type="checkbox"/> NO</p> <p>Amount _____ Campus _____</p> <p>Processed by (Initials) _____ and Date Processed _____</p>
--	---

**THE STATEMENT IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE**

<p>All COM-FSM students must apply for PELL GRANT, mail your PELL GRANT APPLICATION FORM today to Federal Student Aid Program P.O. Box 4032 Iowa City, Iowa 52243</p> <p style="text-align: right;">Date PELL GRANT APPLICATION mailed _____</p>	<p><b>18</b> Student (Signature over printed name) _____</p> <p style="text-align: right;">Date _____</p>
--	---

RECORDED BY _____	JOB TITLE _____	DATE RECORDED _____
-------------------	-----------------	---------------------



## COLLEGE OF MICRONESIA-FSM

P.O. Box 159, Kolonia, Pohnpei, FSM 96941  
 Phone: (691) 320-2480 Fax (691) 320-2479 E-mail: busadmin@comfsm.fm

### BUSINESS DIVISION

## Third Year Program in Accounting General Business

# APPLICATION FORM

<b>1</b> Applicant's Name (Last Name, First Name, Middle Name)		<b>2</b> Date of Application		
<b>3</b> For Academic Term <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall Year _____		<b>4</b> Mailing Address (P.O. Box, Street, City, State, Country, ZIP Code)		
<b>5</b> Have you completed your A.S. or A.S. Degree? <input type="checkbox"/> YES <input type="checkbox"/> NO MAJOR _____		<b>6</b> Date of Graduation	<b>7</b> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>8</b> Date of Birth (DD/MM/YYYY)	<b>9</b> Social Security Number	<b>10</b> Phone and Fax Numbers	<b>11</b> E-Mail Address	
<b>12</b> Citizenship <input type="checkbox"/> Micronesian <input type="checkbox"/> Others, specify _____		<b>13</b> APPLYING FOR <input type="checkbox"/> Accounting <input type="checkbox"/> General Business		
<b>14</b> Currently Employed? <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>15</b> If employed, current occupation	<b>16</b> Name and Address of Current Employer		
If you are not a COMFSM graduate, please attach your transcript, or have one sent as early as possible to DIVISION OF BUSINESS, College of Micronesia-FSM, P.O. Box 159, Kolonia, Pohnpei, FSM 96941				
<b>12</b> Where do you wish to live? <input type="checkbox"/> Dormitory <input type="checkbox"/> Off Campus		<b>13</b> If you wish to live off-campus, list name and complete address of your sponsor		
List any other courses you have completed at other Colleges or Universities beyond the A.S. degree and grades obtained. Transcripts from these institutions will be required.				
COLLEGE	ADDRESS	COURSES (Course Number and Course Title)	CREDITS	GRADES
<b>14</b> From the list below, check the courses you have completed and passed with a "C" or higher grade <input type="checkbox"/> Finance <input type="checkbox"/> Microeconomics <input type="checkbox"/> Macroeconomics <input type="checkbox"/> Management <input type="checkbox"/> Statistics <input type="checkbox"/> Managerial Accounting <input type="checkbox"/> Marketing				
<b>15</b> Admission Status <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time		<b>16</b> How do you plan to finance your 3rd Year Certificate Program? <input type="checkbox"/> Financial Aid <input type="checkbox"/> Family/Personal Savings <input type="checkbox"/> Others _____		
<b>17</b> Upon completion of program, you plan to (please check the relevant boxes) <input type="checkbox"/> Transfer to a Four-Year Institution <input type="checkbox"/> Enter 4th Year program, if available at COM-FSM <input type="checkbox"/> Get an entry level job (my first full-time job) <input type="checkbox"/> Continue to work at the same place <input type="checkbox"/> Get a new job (at a place from where I currently work)			<b>18</b> Do you have any physical handicap or major health problem? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please explain: <div style="border: 1px solid black; height: 40px; width: 100%;"></div>	
WRITE A BRIEF STATEMENT AS TO WHY YOU WANT TO ENROLL IN THE THIRD YEAR PROGRAM				
THE STATEMENT IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE			<b>19</b> Applicant's (Signature over printed name) _____ Date _____	
<b>FOR ADMISSIONS AND RECORDS USE ONLY</b> Files Complete <input type="checkbox"/> YES <input type="checkbox"/> NO Last Academic Term Attended _____ CumGPA _____ Credits Earned _____ REMARKS _____ Processed by (Initials) and Date Processed _____			<b>FOR BUSINESS OFFICE USE ONLY</b> Applicant has outstanding balance <input type="checkbox"/> YES <input type="checkbox"/> NO Amount _____ Campus _____ REMARKS _____ Processed by (Initials) and Date Processed _____	



# COLLEGE OF MICRONESIA-FSM

P.O. Box 159, Kolonia, Pohnpei, FSM 96941  
 Phone: (691) 320-2480 Fax (691) 320-2479

DIVISION OF EDUCATION

## THIRD YEAR APPLICATION FORM

**1** Applicant's Name (Last Name, First Name, Middle Name) \_\_\_\_\_ **2** Date of Application \_\_\_\_\_

**3** For Academic Term  Spring  Summer  Fall Year \_\_\_\_\_ **4** Mailing Address (P.O. Box, Street, City, State, Country, ZIP Code) \_\_\_\_\_

**5** Have you completed your A.S. or A.S. Degree?  YES  NO MAJOR \_\_\_\_\_ **6** Date of Graduation \_\_\_\_\_ **7** Sex  Male  Female

**8** Date of Birth (DD/MM/YYYY) \_\_\_\_\_ **9** Social Security Number \_\_\_\_\_ **10** Phone Number \_\_\_\_\_ **11** E-Mail Address \_\_\_\_\_

**12** APPLYING FOR  Teacher Preparation  Others, please specify area of specialization \_\_\_\_\_  
 Related Services Assistant \_\_\_\_\_

Indicate any College Education courses other than COMFSM Education Courses and/or Credits you have completed and/or earned (DO NOT LIST COMFSM COURSES)

COLLEGE	ADDRESS	EDUCATION COURSES (Course Number and Course Title)	CREDITS

IF YOU HAVE COMPLETED COURSES FROM ANY COLLEGE AND/OR UNIVERSITY, PLEASE HAVE YOUR OFFICIAL TRANSCRIPT SENT TO THE COM-FSM REGISTRAR

**13** Where do you wish to live?  Dormitory  Off Campus **14** If you wish to live off-campus, list name and complete address of your sponsor \_\_\_\_\_

WRITE A BRIEF STATEMENT AS TO WHY YOU WANT TO ENROLL IN THE COMFSM THIRD YEAR PROGRAM

THE STATEMENT IN THIS APPLICATION ARE TRUE AND COMPLETE TO THE BEST OF MY KNOWLEDGE

**15** Applicant's (Signature over printed name) \_\_\_\_\_ Date \_\_\_\_\_


**FOR ADMISSIONS AND RECORDS USE ONLY**


Files Complete  YES  NO  
 Last Academic Term Attended \_\_\_\_\_  
 CumGPA \_\_\_\_\_ Credits Earned \_\_\_\_\_  
 REMARKS \_\_\_\_\_  
 Processed by (Initials) and Date Processed \_\_\_\_\_


**FOR BUSINESS OFFICE USE ONLY**

Applicant has outstanding balance  YES  NO  
 Amount \_\_\_\_\_ Campus \_\_\_\_\_  
 REMARKS \_\_\_\_\_  
 Processed by (Initials) and Date Processed \_\_\_\_\_



 <b>COLLEGE OF MICRONESIA-FSM</b> Office of Admissions and Records www.comfsm.fm Accredited by the Western Association of Schools and Colleges (WASC)		<b>NATIONAL CAMPUS</b> P.O. Box 159 Saipan, Pohnpei, FSM 96941 Phone: (693) 320-2480		<b>CHUK CAMPUS</b> P.O. Box 879 Weno, Chuuk, FSM 96112 Phone: (491) 330-2489		<b>YAP CAMPUS</b> P.O. Box 216 Colonia, Yap, FSM 96113 Phone: (491) 330-2216	
		<b>POHNPEI CAMPUS</b> P.O. Box 414 Kolonia, Pohnpei, FSM 96111 Phone: (491) 320-3752		<b>KOSRAE CAMPUS</b> P.O. Box 37 Tofu, Kosrae, FSM 96114 Phone: (491) 370-3151		<b>FSM FBI</b> P.O. Box 1024 Colonia, Yap, FSM 96113 Phone: 330-4214	
<b>WITHDRAWAL FROM COM-FSM CLEARANCE</b>							
1 Name (Last Name, First Name, Middle Name)					2 Date		
3 Academic Term <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall   Year _____				4 Campus or Site		5 Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
6 Mailing Address (PO, Box, Street, City, State, Country, ZIP Code)				7 Date of Birth (MM/DD/YYYY)		8 Social Security Number	
9 Phone Number		10 E-Mail Address		11 Degree or Certificate Program (A.A., A.S., A.A.S., 3rd Certificate of Achievement or Certificate of Achievement)			
12 Major or Area of Specialization			13 Academic Advisor		14 Withdrawal Date (MM/DD/YYYY)		
<b>PLEASE CHECK ONE OR MORE OF THE FOLLOWING REASONS FOR WITHDRAWING FROM COM-FSM</b>							
<input type="checkbox"/> Academic Difficulty <input type="checkbox"/> Disciplinary <input type="checkbox"/> Financial Difficulty <input type="checkbox"/> Medical Reason <input type="checkbox"/> Excessive Absences <input type="checkbox"/> Graduation							
<input type="checkbox"/> Transfer, please indicate name and address of school				_____			
<input type="checkbox"/> Employment, please indicate name and address of employer				_____			
<input type="checkbox"/> Personal or other reasons				_____			
<b>FOR STAFF USE ONLY</b>							
Staff, please sign this sheet if this student has cleared with you, returned all textbooks, materials, etc. If there are still outstanding obligations, please make a note to indicate the unmet obligation.							
OFFICES	SIGNATURE	DATE	REMARKS				
Learning Resources Center							
MITC							
Dormitory							
Bookstore							
Financial Aid Office							
Guidance Counselor							
Business Office							
Admissions and Records							
<b>PLEASE READ AND UNDERSTAND THE LEAVE OF ABSENCE POLICY BELOW, SIGN THE READMISSION STATEMENT, AND RETURN THIS FORM TO THE OFFICE OF ADMISSIONS AND RECORDS</b>							
<b>LEAVE OF ABSENCE POLICY</b> *Third Year and Degree students taking a LEAVE OF ABSENCE the College are to comply with the procedure outlined in this policy. Students who are absent from school for one academic year (two consecutive semesters plus summer) must apply for re-admissions*				<b>RE-ADMISSION STATEMENT</b> I understand that if I don't return after one academic year, I have to apply for re-admission prior to returning.			
				15 Student (Signature over printed name)			
				Date _____			
RECORDED BY _____		JOB TITLE _____		DATE RECORDED _____			

	<b>COLLEGE OF MICRONESIA-FSM</b> <b>Office of Admissions and Records</b> <small>Accredited by the Western Association of Schools and Colleges (WASC)</small>	<b>NATIONAL CAMPUS</b> P.O. Box 159 Palikir, Pohnpei, FSM 96941 Phone: (691) 320-2480	<b>CHUUK CAMPUS</b> P.O. Box 875 Weno, Chuuk, FSM 96912 Phone: (671) 320-2497	<b>YAP CAMPUS</b> P.O. Box 204 Colonia, Yap, FSM 96913 Phone: (671) 320-2214		
		<b>PHONPEI CAMPUS</b> P.O. Box 414 Colonia, Pohnpei, FSM 96911 Phone: (671) 320-3719	<b>KOSRAE CAMPUS</b> P.O. Box 37 Tofel, Kosrae, FSM 96944 Phone: (671) 370-5111	<b>FSM FMI</b> P.O. Box 1024 Colonia, Yap, FSM 96913 Phone: 320-6214		
<h2 style="margin: 0;">TRANSCRIPT REQUEST FORM</h2> <p style="margin: 0; font-weight: bold;">NOTE: Monies owed to COM-FSM will cause a delay in processing this transcript</p>						
<b>MAIL TO</b> Office of Admissions and Records COLLEGE OF MICRONESIA-FSM P.O. Box 159, Palikir, Pohnpei, FSM 96941  <b>PHONE</b> (691) 320-2480 ext. 150, 136, 171, 172	<b>FAX TO</b> (691) 320-2479 <b>E-MAIL TO</b> arlined@comfsm.fm joducado@comfsm.fm <b>WEBSITE</b> www.comfsm.fm					
NUMBER OF TRANSCRIPTS ORDERED	IDENTIFYING STUDENT INFORMATION					
<input type="checkbox"/> Official _____ Copies <input type="checkbox"/> Unofficial _____ Copies  SEND (Please check all that apply) <input type="checkbox"/> NOW, please <input type="checkbox"/> At "END" of _____ Term <input type="checkbox"/> To more than one location (please use back of this form to list additional address)  PAYMENT OF FEES REQUIRED IN ADVANCE. Please indicate type of payment you enclosed with this request <input type="checkbox"/> Cash <input type="checkbox"/> Others _____ <input type="checkbox"/> Check  Under the FAMILY RIGHTS AND PRIVACY ACT OF 1974, this information is released to you on the condition that you will not permit any other party to have access to such information without written permission of the student.	_____ <p style="text-align: center; font-weight: bold;">SOCIAL SECURITY NUMBER</p> _____  <p style="text-align: center;">Date of Birth</p> _____  <p style="text-align: center;">Maiden or Other Last Names (if applicable)</p> _____  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">LAST NAME</td> <td style="width: 33%; text-align: center;">FIRST NAME</td> <td style="width: 33%; text-align: center;">MI</td> </tr> </table> _____  Mailing Address (P.O. Box, Street, City, State, Country, ZIP Code)  _____  <table style="width: 100%;"> <tr> <td style="width: 60%;">Phone Number</td> <td style="width: 40%;">Email Address</td> </tr> </table> _____  <p style="text-align: center;">Attendance at COM-FSM</p> _____	LAST NAME	FIRST NAME	MI	Phone Number	Email Address
LAST NAME	FIRST NAME	MI				
Phone Number	Email Address					
<b>MAIL TRANSCRIPT TO:</b> (please print complete address)  _____ _____ _____ _____	<b>SIGNATURE REQUIRED TO RELEASE TRANSCRIPT</b>  _____  <p style="text-align: center;">STUDENT (Signature over printed name)</p> _____  <p style="text-align: center;">Date</p> _____					
FOR BUSINESS OFFICE USE ONLY						
Amount Received _____ National Campus Account _____ Remarks _____	Date Processed _____ State Campus Account _____ Processed by (Initials) _____					
TRANSCRIPT POLICY	REASON FOR REQUEST (for statistical purposes only)					
1. Transcripts are issued upon written request only. 2. Each student is entitled to one transcript free of charge. 3. A fee of \$4.00 will be paid, in advance, for each additional transcript request. 4. Transcripts are processed within 3 working days from the time the request is received.	<input type="checkbox"/> Admission to other Colleges <input type="checkbox"/> Job Application <input type="checkbox"/> Loan (Educational) <input type="checkbox"/> Scholarship Application <input type="checkbox"/> Military <input type="checkbox"/> Others					
FOR ADMISSIONS AND RECORDS USE ONLY						
RECORDED BY _____ JOB TITLE _____ DATE RECORDED _____  Date Transcript Processed _____ Transcript Processed by _____ Date Transcript Released _____	REMARKS:  _____ _____ _____					
Form No.8 (Rev. 1/2/2005)						

	<b>COLLEGE OF MICRONESIA-FSM</b> <b>Office of Admissions and Records</b> www.comfsm.fm Accredited by the Western Association of Schools and Colleges (WASC)	<b>NATIONAL CAMPUS</b> P.O. Box 150 P.O. Box 98341 Phone: (691) 320-2480	<b>CHUK CAMPUS</b> P.O. Box 879 Wano, Chuuk, FSM 96112 Phone: (+91) 320-2418	<b>YAP CAMPUS</b> P.O. Box 216 Colonia, Yap, FSM 96113 Phone: (+91) 320-2216
		<b>POHNPEI CAMPUS</b> P.O. Box 619 Colonia, Pohnpei, FSM 96111 Phone: (+91) 320-2792	<b>KOSRAE CAMPUS</b> P.O. Box 37 Tofel, Kosrae, FSM 96119 Phone: (+91) 370-2151	<b>FSM FMI</b> P.O. Box 1024 Colonia, Yap, FSM 96113 Phone: 320-6219
<b>APPLICATION FOR GRADUATION</b>				
<b>1</b> Name (Last Name, First Name, Middle Name)			<b>2</b> Date	
<b>3</b> Address (P.O. Box, Street, City, State, Country, ZIP Code)		<b>4</b> Date of Birth (MM/DD/YYYY)	<b>5</b> Sex <input type="checkbox"/> Male <input type="checkbox"/> Female	
<b>6</b> Date of Birth (MM/DD/YYYY)	<b>7</b> Social Security Number	<b>8</b> Phone Number	<b>9</b> E-Mail Address	
<b>I HEREBY MAKE APPLICATION FOR THE</b> <input type="checkbox"/> Associate of Arts <input type="checkbox"/> Associate of Science <input type="checkbox"/> Associate of Applied Science <input type="checkbox"/> 3rd Certificate of Achievement <input type="checkbox"/> Certificate of Achievement				
<b>Major/Area of Specialization (Do not abbreviate)</b>				
<b>10</b> I expect to graduate by the end of <input type="checkbox"/> Spring <input type="checkbox"/> Summer <input type="checkbox"/> Fall _____ Year			<b>11</b> Student (Signature over printed name) _____ Date	
<b>FOR ADMISSIONS AND RECORDS USE ONLY</b> The above named student is recommended				
<input type="checkbox"/> Associate of Arts <input type="checkbox"/> Associate of Applied Science <input type="checkbox"/> Certificate of Achievement <input type="checkbox"/> Associate of Science <input type="checkbox"/> 3rd Certificate of Achievement				
Degree or Certificate to be conferred			Date to be conferred (MM/DD/YYYY)	
<input type="checkbox"/> <b>RECOMMENDED</b> for the A.A., A.S., A.A.S. Degree/Certificate of Achievement upon successful completion of the following requirements:			Registrar, Admissions and Records _____ Date	
			Coordinator, Admissions and Records _____ Date	
Form No.8 (Rev. 1/3/2008)				



**COLLEGE OF MICRONESIA-FSM**

**P. O. Box 159**

**Kolonia, Pohnpei FM 96941**

**Associate of Science Degree  
in  
GENERAL AGRICULTURE**

Name		State/Republic			
Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 Level or above Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

- \*\* A science course with lab and A non lab science 4 \_\_\_\_\_
- 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

- ESS course 1 \_\_\_\_\_

**Computer Applications (3 credits)**

- CA 100 Computer Literacy 3 \_\_\_\_\_

**Humanities (3 credits)**

- Any course in Art, Music, History, Literature, Philosophy, culture or Language may be taken 3 \_\_\_\_\_

\*\* SC 120 Biology recommended as Prereq. to SC 250 and SC 255.

**MAJOR REQUIREMENTS**

**Agriculture (21 credits)**

- AG 101 Intro. To Agriculture 3 \_\_\_\_\_
- AG 110 Crop Production 4 \_\_\_\_\_
- AG 140 Principles of Animal Science 4 \_\_\_\_\_
- AG 252 Agricultural Extension 3 \_\_\_\_\_
- AG 270 Principles of Agri. Engineer 3 \_\_\_\_\_
- AG 290 Agricultural Project Manage 3 \_\_\_\_\_
- AG 299 Directed Field Experience 1 \_\_\_\_\_

**Natural Sciences (8 credits)**

- SC 250 General Botany w/lab 4 \_\_\_\_\_
- SC 255 General Zoology w/lab 4 \_\_\_\_\_

**Business (3 credits)**

- BU 101 Intro. To Business 3 \_\_\_\_\_

**Economics (3 credits)**

- EC 220 Microeconomics 3 \_\_\_\_\_

**Total Graduation Requirement 64 credits**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Science Degree**  
**in**  
**BUSINESS ADMINISTRATION**

Name		State/Republic			
Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

EN 110 Advanced Reading 3\_\_\_\_  
 EN 120a Expository Writing I 3\_\_\_\_  
 EN 120b Expository Writing II 3\_\_\_\_

**Mathematics (3 credits)**

Any 100 level or above Mathematics course 3\_\_\_\_

**Natural Sciences (7 credits)**

A science course with lab or AG 110 or 140 **and** 4\_\_\_\_  
 A non lab science **or** Ag 101 3\_\_\_\_

**Social Sciences (3 credits)**

SS 150 History of Micronesia 3\_\_\_\_

**Computer Application (3 credits)**

CA 100 Computer Literacy 3\_\_\_\_

**Exercise Sports Science (1 credit)**

ESS course 1\_\_\_\_

**Humanities (3 credits)**

Any course in Art, Music, History Literature, Philosophy, culture or Language may be taken 3\_\_\_\_

**MAJOR REQUIREMENTS**

**Accounting (9 credits)**

AC 131 Accounting I 3\_\_\_\_  
 AC 220 Accounting II 3\_\_\_\_  
 AC 250 Managerial Accounting 3\_\_\_\_

**Business (15 credits)**

BU 101 Introduction to Business 3\_\_\_\_  
 BU 250 Principles of Finance 3\_\_\_\_  
 BU 260 Fundamentals of Management 3\_\_\_\_  
 BU 270 Principles of Marketing 3\_\_\_\_  
 BU 271 Business Law 3\_\_\_\_

**Economics (6 credits)**

EC 220 Microeconomics 3\_\_\_\_  
 EC 230 Macroeconomics 3\_\_\_\_

**Communications (3 credits)**

EN/BU 121 Business Communications 3\_\_\_\_

**Business Mathematics (3 credits)**

BU/MS 110 Business Math 3\_\_\_\_

**Mathematics (3 credits)**

MS 150 Introduction to Statistics 3\_\_\_\_

**Total Graduation Requirement 68 credits**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Science Degree**  
**In**  
**COMPUTER INFORMATION SYSTEMS**

\_\_\_\_\_ **Name** \_\_\_\_\_ **State/Republic** \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 level or above
- Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

- A science course with lab or AG 110 or 140 **and** 4 \_\_\_\_\_
- A non lab science **or** AG 101 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia 3 \_\_\_\_\_

**Computer (3 credits)**

- CA 100 Computer Literacy 3 \_\_\_\_\_

**Exercise Sports Science (1credit)**

- ESS Course 1 \_\_\_\_\_

**Humanities (3 credits)**

- Any course in art, music, history, Literature, philosophy, language, or culture may be taken 3 \_\_\_\_\_

**Business (6 credits)**

- AC 131 Accounting I 3 \_\_\_\_\_
- BU 101 Introduction to Business 3 \_\_\_\_\_

**Information Systems (19 credits)**

- IS 201 Computer Information Systems 3 \_\_\_\_\_
- IS 220 Computer Programming 3 \_\_\_\_\_
- IS 230 Database Design 3 \_\_\_\_\_
- IS 240 Web Page Design 3 \_\_\_\_\_
- IS 260 Business Information Systems 3 \_\_\_\_\_
- IS 280 Intro. to Networking w/lab 4 \_\_\_\_\_

**Mathematics (6 credits)**

- MS 101 College Algebra & Trigonometry 3 \_\_\_\_\_
- MS 150 Statistics 3 \_\_\_\_\_

**Communications (3 credits)**

- EN/BU 121 Business Communication 3 \_\_\_\_\_

**Elective: Any two of the following (6 credits)**

- CA 105 Data Analysis Spreadsheets 3 \_\_\_\_\_
- MM 225 Multimedia Design 3 \_\_\_\_\_
- MM 240 Computer Animation 3 \_\_\_\_\_
- IS 270 Geographic Info.System 3 \_\_\_\_\_
- IS/MM 245 Desktop Publishing 3 \_\_\_\_\_

**Total Graduation Requirement 69 credits**



**COLLEGE OF MICRONESIA-FSM**

**P. O. Box 159  
Kolonia, Pohnpei FM 96941**

**Associate of Science Degree  
in  
EARLY CHILDHOOD EDUCATION**

Name		State/Republic			
<b>Date of First Test</b>		<b>Placement Test</b>			
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 level or above
- Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

- A science course with lab or AG 110 or 140 **and** a non lab science or AG 101 4 \_\_\_\_\_
- 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia** 3 \_\_\_\_\_

**Computer Application (3 credits)**

- CA 100 Computer Literacy 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

- ESS course 1 \_\_\_\_\_

**Humanities (3 credits)**

Any course in Art, Music, History, Literature, Philosophy, Language

**MAJOR REQUIREMENTS**

**Education (37 credits)**

- ECE 100 Intro to Early Childhood Ed. 3 \_\_\_\_\_
- ECE 101 Curriculum for Early Childhood 3 \_\_\_\_\_
- ECE 102 Working w/Children w/Sp Need 3 \_\_\_\_\_
- ECE 110 The Child, Family & Community 3 \_\_\_\_\_
- ECE 111 Child Abuse and Neglect 3 \_\_\_\_\_
- ECE 211 Lang Develop In Young Child 3 \_\_\_\_\_
- ECE 212 Develop Math Skills Young Child 3 \_\_\_\_\_
- ECE 213 Infant and Toddler Care 3 \_\_\_\_\_
- ECE 214 Nutrition, Health & Safety 3 \_\_\_\_\_
- ECE 215 Internship in Early Childhood 4 \_\_\_\_\_
- ED/PY 201 Human Growth & Develop 3 \_\_\_\_\_
- SS/PY 101 General Psychology 3 \_\_\_\_\_

**Humanities Elective (3 credits)**

- AR 101 Introduction to Art **or**
- MU 101 Introduction to Music 3 \_\_\_\_\_

or SS195 may be taken

3\_\_\_\_\_

Total Graduation Requirement **69 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Science Degree**  
**in**  
**Hospitality & Tourism Management**

Name		State/Republic			
<b>Date of First Test</b>	<b>Placement Test</b>				
	English Listening/Speaking	English Writing/Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

- English** (9 credits)  
 EN 110 Advanced Reading 3\_\_\_\_\_  
 EN 120a Expository Writing I 3\_\_\_\_\_  
 EN 120b Expository Writing II 3\_\_\_\_\_  
  
**Mathematics** (3 credits)  
 Any 100 level or above  
 Mathematics course 3\_\_\_\_\_  
  
**Natural Sciences** (7 credits)  
 A science with lab or AG 110 or 140 *and*  
 A non lab Science or AG 101 3\_\_\_\_\_  
  
**Social Science** (3 credits)  
 SS 150 History of Micronesia 3\_\_\_\_\_  
  
**Computer Application** (3 credits)  
 CA 100 Computer Literacy 3\_\_\_\_\_  
  
**Exercise Sports Science** (1 credits)  
 ESS course 1\_\_\_\_\_  
  
**Humanities** (3 credits)  
 Any course in art, music, history literature, philosophy, language, 3\_\_\_\_\_

**MAJOR REQUIREMENTS**

- Hospitality and Tourism Management** (24 credits)  
 HTM 110 Introduction to HRM 3\_\_\_\_\_  
 HTM 120 Introduction to World Tourism 3\_\_\_\_\_  
 HTM 150 Hospitality Supervision 3\_\_\_\_\_  
 HTM 165 Food Fund & Quality Cooking 3\_\_\_\_\_  
 HTM 170 Front Office Management 3\_\_\_\_\_  
 HTM 220 Food & Beverage Management 3\_\_\_\_\_  
  
 HTM 230 Tourism Marketing 3\_\_\_\_\_  
 HTM 250 Facilities Management & Pract. 3\_\_\_\_\_  
  
**Accounting** (3 credits)  
 AC 131 Accounting I 3\_\_\_\_\_  
**Business** (3 credits)  
 BU 101 Introduction to Business 3\_\_\_\_\_  
  
**Language** (6 credits)  
 FL 120 Basic Japanese for Hotel & Restaurant 3\_\_\_\_\_  
 FL 160 Situational Japanese for Hotel & Restaurant 3\_\_\_\_\_  
  
**Open Elective** (3 credits)  
 \_\_\_\_\_ Elective 3\_\_\_\_\_



or SS 195

**Total Graduation Requirement**

**68 credits**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Arts Degree**  
**in**  
**LIBERAL ARTS**

\_\_\_\_\_ **Name** \_\_\_\_\_ **State/Republic**

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 level or above Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

- A science course with lab or AG 110 or 140 4 \_\_\_\_\_
- and** A non-lab science or AG 101 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia 3 \_\_\_\_\_

**Computer Application (3 credits)**

- CA 100 Computer Literacy 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

- ESS course 1 \_\_\_\_\_

**Humanities (3 credits)**

- Any course in Art, Music, Literature History, Philosophy, Language, or Culture may be taken 3 \_\_\_\_\_

**MAJOR REQUIREMENTS**

- EN/CO 205 Speech Communication 3 \_\_\_\_\_
- SC 101 Health Science 3 \_\_\_\_\_
- SS 130 Introduction to Sociology 3 \_\_\_\_\_
- SS/PY 101 General Psychology 3 \_\_\_\_\_

**Specialty (6 credits)**

*Any two courses from one of the following group:*

**Social Sciences**

- SS \_\_\_\_\_ 3 \_\_\_\_\_
- SS \_\_\_\_\_ 3 \_\_\_\_\_

**OR**

**Natural Sciences**

- SC \_\_\_\_\_ 3 \_\_\_\_\_
- SC \_\_\_\_\_ 3 \_\_\_\_\_

**English Elective (3 credits)**

*Any 200-level English course:*

- EN 201, EN 202, EN 203, EN 204, EN 205, EN 206, EN 207, EN 208, EN 209, EN 210, EN 213 **or** MM 101 3 \_\_\_\_\_

**Humanities Elective (3 credits)**

- Any course in Art, Music, History, Literature, Philosophy, or Language may be taken 3 \_\_\_\_\_

**Open Electives (9 credits)**

- \_\_\_\_\_ 3 \_\_\_\_\_
- \_\_\_\_\_ 3 \_\_\_\_\_
- \_\_\_\_\_ 3 \_\_\_\_\_





en

Total Graduation Requirement **66 credits**

**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Arts Degree  
in  
LIBERAL ARTS/Media Studies**

Name		State/Republic			
<b>Date of First Test</b>	<b>Placement Test</b>				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 level or above Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

- A science course with lab, AG 110 or 140 *and* 4 \_\_\_\_\_
- A non lab science *or* AG 101 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia 3 \_\_\_\_\_

**Computer Application (3 credits)**

- CA 100 Computer Literacy 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

- ESS course 1 \_\_\_\_\_

**Humanities (3 credits)**

- Any course in Art, Music, History, Philosophy, Language, or Culture may be taken 3 \_\_\_\_\_

**MAJOR REQUIREMENTS**

**Media Studies (18 credits)**

- MM 101 Introduction to Journalism 3 \_\_\_\_\_
- MM 110 Intro. to Photo & Video 3 \_\_\_\_\_
- MM 205 Intro. to Media Studies 3 \_\_\_\_\_
- MM 220 Advanced Video 3 \_\_\_\_\_
- MM 225 Multimedia Design 3 \_\_\_\_\_
- MM 246 Media Studies Practicum 3 \_\_\_\_\_

**Communication (3 credits)**

- EN/CO 207 Intro. to Broadcasting 3 \_\_\_\_\_

**Social Sciences (6 credits)**

- SS 101 Political Science 3 \_\_\_\_\_
- SS 120 Introduction to Geography 3 \_\_\_\_\_

**Degree Electives (6 credits)**

- Choose two of the following:
- IS/MM 245 Desktop Publishing 3 \_\_\_\_\_
- MM 120 Film Studies 3 \_\_\_\_\_
- MM 240 Computer Animation 3 \_\_\_\_\_
- SS 125 Geography of the Pacific 3 \_\_\_\_\_
- SS 195 Micronesian Cultural Studies 3 \_\_\_\_\_
- SS 205 Micronesian Gov. and Politics 3 \_\_\_\_\_
- SS 212 Economy of Micronesia 3 \_\_\_\_\_

**Total Graduation Requirements**

**62 credits**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Arts Degree**  
**in**  
**LIBERAL ARTS-Special Education**

\_\_\_\_\_ **Name** \_\_\_\_\_ **State/Republic**

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 level or above Mathematics course (recommended: MS 100 or MS 101 or MS 150) 3 \_\_\_\_\_

**Natural Sciences (7credits)**

- A science course with lab or AG 110 or 140 and SC 101 Health Sc. **Or** SC 112 Human Nutrition 4 \_\_\_\_\_
- 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia 3 \_\_\_\_\_

**Computer Application (3 credits)**

- CA 100 Computer Literay 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

- ESS course 1 \_\_\_\_\_

**Humanities (3 credits)**

- Any course in art, music, history, literature, philosophy, language or Culture may be taken 3 \_\_\_\_\_

**MAJOR REQUIREMENTS**

**Education (19 credits)**

- ED 210 Intro. To Prof. Teaching 4 \_\_\_\_\_
- ED 215 Intro. To Except. Child 3 \_\_\_\_\_
- ED 220 Ed. of Except. Children 3 \_\_\_\_\_
- SS/PY 201 Human Growth & Dev. 3 \_\_\_\_\_
- MS/ED 210a Math for Teachers 3 \_\_\_\_\_
- ED 292a Practicum: Ob. & Part. 3 \_\_\_\_\_

**Social Sciences (9 credits)**

- SS 120 Intro. To Geography 3 \_\_\_\_\_
- SS 170 World Hist. **or**
- SS 171 World Hist. II **or**
- SS 125 Pacific Geography 3 \_\_\_\_\_
- SS/PY 101 Gen. Psychology 3 \_\_\_\_\_

**Natural Sciences (4 credits)**

- Science with a lab 4 \_\_\_\_\_

**English (9 credits)**

- EN/CO 205 Speech Communications 3 \_\_\_\_\_
- EN 208 Philosophy 3 \_\_\_\_\_
- One of the following: EN201, 202, 203, 204,205, 206, 207 or EN/ED 233a 3 \_\_\_\_\_

**Total Graduation Requirements 70 Credits**



**COLLEGE OF MICRONESIA-FSM**

**P. O. Box 159**

**Kolonia, Pohnpei FM 96941**

**Associate of Science Degree  
in  
MARINE SCIENCE**

Name		State/Republic			
<b>Date of First Test</b>	<b>Placement Test</b>				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

EN 110 Advanced Reading 3 \_\_\_\_\_  
 EN 120a Expository Writing I 3 \_\_\_\_\_  
 EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

Any 100 level or above  
 Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

Any two of the following courses, one of which must have a lab. SC 180, SC 201, SC 202, SC 220, SC 245, SC 250, SC 255, MR 252, SC 110, SC 111, SC 210, SC/SS 115  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_

**Social Sciences (3 credits)**

SS 150 History of Micronesia 3 \_\_\_\_\_

**Computer Application (3 credits)**

CA 100 Computer Literacy 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

ESS course 1 \_\_\_\_\_

**Humanities (3 credits)**

Any course in Art, Music, History, Philosophy, Language, or Culture may be taken 3 \_\_\_\_\_

**MAJOR REQUIREMENTS**

**Marine Science (23 credits)**

MR 120 Marine Biology 4 \_\_\_\_\_  
 MR 201 Aquaculture w/lab 4 \_\_\_\_\_  
 MR 210 Marine Ecology 3 \_\_\_\_\_  
 MR 230 Ichthyology w/lab 4 \_\_\_\_\_  
 MR 240 Oceanography w/lab 4 \_\_\_\_\_  
 MR 250 Fishery Biology Management 3 \_\_\_\_\_  
 MR 254 Marine Biology Field Studies 1 \_\_\_\_\_

**Natural Science (4 credits)**

SC 230 Introduction to Chemistry w/lab 4 \_\_\_\_\_

**Mathematics (3 credits)**

MS 150 Statistics 3 \_\_\_\_\_

**Social Studies (3 credits)**

SS 120 Introduction to Geography *or* 3 \_\_\_\_\_  
 One of the following: SS 101, SS 125, SS 130

**Open Elective (3 credits)**

\_\_\_\_\_ 3 \_\_\_\_\_



**COLLEGE OF MICRONESIA-FSM**

**P. O. Box 159**

**Kolonia, Pohnpei FM 96941**

**Associate of Arts Degree  
in  
MICRONESIAN STUDIES**

Name		State/Republic			
<b>Date of First Test</b>	<b>Placement Test</b>				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

- EN 110 Advanced Reading 3 \_\_\_\_\_
- EN 120a Expository Writing I 3 \_\_\_\_\_
- EN 120b Expository Writing II 3 \_\_\_\_\_

**Mathematics (3 credits)**

- Any 100 level or above
- Mathematics course 3 \_\_\_\_\_

**Natural Sciences (7 credits)**

- A science course w/lab, AG 110 or 140 **and** 4 \_\_\_\_\_
- A non lab science **or** AG 101 3 \_\_\_\_\_

**Social Sciences (3 credits)**

- SS 150 History of Micronesia 3 \_\_\_\_\_

**Computer Application (3 credits)**

- CA 100 Computer Literacy 3 \_\_\_\_\_

**Exercise Sports Science (1 credit)**

- ESS course** 1 \_\_\_\_\_

**Humanities (3 credits)**

- Any course in Art, Music, History, Philosophy, Language or Culture may be taken 3 \_\_\_\_\_

**MAJOR REQUIREMENTS (27 Credits)**

- SS 101 Introduction to Political Science 3 \_\_\_\_\_
- SS 120 Introduction to Geography 3 \_\_\_\_\_
- Ss 125 Pacific Geography 3 \_\_\_\_\_
- SS 195 Micronesian Cultural Studies 3 \_\_\_\_\_
- SS 200 Research Methods 3 \_\_\_\_\_
- SS 205 Micronesian Government & Politics 3 \_\_\_\_\_
- SS 212 Economy of Micronesia 3 \_\_\_\_\_
- SS 220 Contemporary Issues of Micronesia 3 \_\_\_\_\_
- SS 280 Directed Study: Selected Topics 3 \_\_\_\_\_

**Open Electives (6 credits)**

- \_\_\_\_\_ 3 \_\_\_\_\_
- \_\_\_\_\_ 3 \_\_\_\_\_





**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Arts**  
**in**  
**TEACHER PREPARATION**

\_\_\_\_\_ **Name** \_\_\_\_\_ **State/Republic**

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**MAJOR REQUIREMENTS (41 credits)**

**English (9 credits)**

EN 110 Advanced Reading 3\_\_\_\_  
 EN 120a Expository Writing I 3\_\_\_\_  
 EN 120b Expository Writing II 3\_\_\_\_

AR 101 Intro. To Art 3\_\_\_\_  
 SS/PY 101 General Psychology 3\_\_\_\_  
 SS 120 Introduction to Geography 3\_\_\_\_  
 SS 125 or SS 170 or SS 171 3\_\_\_\_  
 EN 208 Intro. to Philosophy 3\_\_\_\_

**Mathematics (3 credits)**

Any 100 level or above Mathematic course (recommended MS 100 or MS 101 or MS 3\_\_\_\_

EN 200 series from: EN 201, EN 205, or EN 233a 3\_\_\_\_  
 EN/CO 205 Speech Communication 3\_\_\_\_

**Natural Sciences (7 credits)**

A science course with lab **and** 4\_\_\_\_  
 Non-lab science from: SC 101, SC 112, ESS/SC 200 or SC/SS 115 3\_\_\_\_

MS/ED 210a Math for Teachers 3\_\_\_\_  
 Science w/Lab 4\_\_\_\_  
 ED 210a Intro to Professional Teaching 4\_\_\_\_

**Social Sciences (3 credits)**

SS 150 History of Micronesia 3\_\_\_\_

ED/PY 201 Human Growth and Development 3\_\_\_\_  
 ED 215 Intro. to Exceptional Children 3\_\_\_\_  
 ED 292 Practicum 3\_\_\_\_

**Computer Application (3 credits)**

CA 100 Computer Literacy 3\_\_\_\_

**Exercise Sports Science (1 credit)**

Choice of any **ESS** course 1\_\_\_\_

**Humanities (3 credits)**

Any course in art, music, history,

Literature, philosophy or language 3\_\_\_\_  
 (MU 101 recommended)

**Total Graduation Requirements 70 credits**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Associate of Science**  
**in**  
**TEACHER EDUCATION-Elementary**  
 (Available at all State Campuses except Pohnpei)

\_\_\_\_\_  
**Name** \_\_\_\_\_ **State/Republic**

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**GENERAL EDUCATION CORE REQUIREMENTS**

**English (9 credits)**

EN 110 Advanced Reading 3\_\_\_\_  
 EN 120a Expository Writing I 3\_\_\_\_  
 EN 120b Expository Writing II 3\_\_\_\_

**Mathematics (3 credits)**

Any 100 level or above  
 Mathematics course 3\_\_\_\_

**Natural Sciences (7 credits)**

A science course with lab **or** AG 4\_\_\_\_  
 110 Or 140 **and**  
 Non-lab science or AG 101 3\_\_\_\_

**Social Sciences (3 credits)**

SS 150 History of Micronesia 3\_\_\_\_

**Computer Application (3 credits)**

CA 100 Computer Literacy 3\_\_\_\_

**Exercise Sports Science (1 credit)**

Choice of any **ESS** course 1\_\_\_\_

**Humanities (3 credits)**

Any course in art, music, history,

**MAJOR REQUIREMENTS**

**Foundation (22 credits)**

ED/PY 201 Human Growth & Dev. 3\_\_\_\_  
 ED 210 Intro. To Prof. Teaching 4\_\_\_\_  
 ED 211 Classroom Methods 3\_\_\_\_  
 ED 292 Practicum 3\_\_\_\_  
 ED/WS 200 Workshop 3\_\_\_\_

**Required Electives (6 credits)**

\_\_\_\_\_ 3\_\_\_\_  
 \_\_\_\_\_ 3\_\_\_\_

**Education (9 – 15 credits)**

*As prescribed by each state*

\_\_\_\_\_ 3\_\_\_\_  
 \_\_\_\_\_ 3\_\_\_\_  
 \_\_\_\_\_ 3\_\_\_\_  
 \_\_\_\_\_ 3\_\_\_\_  
 \_\_\_\_\_ 3\_\_\_\_

Literature, philosophy, language or culture may be taken

3\_\_\_\_\_ Total Graduation Requirements 60-66 credits



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FSM 96941**

**Third-Year Certificate of Achievement**  
**in**  
**Teacher Preparation—Elementary**

Name	State/Republic		
<b>Course Title</b>	<b>Sem</b>	<b>Grade</b>	<b>Credits</b>
ED/PY 300 Educational Psychology	_____	_____	3
ED 301a Language Arts Methods	_____	_____	4
ED 301b Reading Methods	_____	_____	4
ED 302 Social Studies Methods	_____	_____	3
ED 303 Math Methods	_____	_____	4
ED 304 Science Methods	_____	_____	4
ED 305 Children’s Literature and Drama	_____	_____	3
ED 330 Classroom Management	_____	_____	3
ED 338 Special Needs in the Classroom	_____	_____	3
ED 392 Practicum & Seminar	_____	_____	3

**Total Graduation Requirements 34 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FSM 96941**

**Third-Year Certificate of Achievement**  
**in**  
**Teacher Preparation—Special Education**

Name	State/Republic		
<b>Course Title</b>	<b>Sem</b>	<b>Grade</b>	<b>Credits</b>
ED/PY 300 Educational Psychology	_____	_____	3
ED 301a Language Arts Methods	_____	_____	4
ED 301b Reading Methods	_____	_____	4
ED 308 Math/Science Methods	_____	_____	5
ED 310 Remediation – LD/BD	_____	_____	3
ED 314 Assessment Skills and Remediation	_____	_____	3
ED 315 Methods of Teaching Except. Children	_____	_____	3
ED 316 Family Involvement	_____	_____	3
ED 330 Classroom Management	_____	_____	3
ED 339 Curriculum Dev. For Elementary Teachers	_____	_____	3
ED 392A Practicum	_____	_____	2

**Total Graduation Requirement 36 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FSM 96941**

**Third-Year Certificate of Achievement**  
**in**  
**Related Services Assistant**

Name	State/Republic		
<b>Course Title</b>	<b>Sem</b>	<b>Grade</b>	<b>Credit</b>
ED 215 Introduction to Exceptional Children	_____	_____	3
ED 316 Family Involvement	_____	_____	3
ED/PY 201 Human Growth and Development	_____	_____	3
ED/RS 302 Related Services Laboratory	_____	_____	3
ED/RS 304 Intermediate Related Services	_____	_____	3
ED/RS 306 Related Services Practicum I	_____	_____	3
ED/RS 307 Related Services Skills and Applications	_____	_____	3
ED/RS 311 Related Services Practicum II	_____	_____	3
ED/RS 313 Related Services Practicum III	_____	_____	3
<u>CPR and First Aid Certification</u>	_____	_____	2
Elective (3)			
Choose one from the following:			
ECE 102 Working with Children with Special Needs			
ECE 110 The Child, Family, and Community			
ECE 211 Language Development in Young Children			
Other electives by consent of instructor.	_____	_____	3

**Total Graduation Requirements 32 credits**



**College of Micronesia-FSM**  
**P. O. Box 156**  
**Kolonia, Pohnpei FSM 96941**

**Third-Year Certificate of Achievement**  
**in**  
**ACCOUNTING OR GENERAL BUSINESS**

Name	State/Republic
<p><b>GENERAL EDUCATION CORE REQUIREMENTS</b>  <i>Choose one course from each area, or two from one area and one from another.</i>                      9 credits</p> <p><b>Quantitative &amp; Logical</b>                      EN 208 Intro to Philosophy                      3 _____                      MS 101 Algebra and Trig.                      3 _____</p> <p><b>World Culture &amp; History</b>                      SS 111 Cultural Anthropology                      3 _____                      SS 125 Geography of the Pacific                      3 _____                      SS 170 World History I                      3 _____                      SS 171 World History II                      3 _____                      SS 195 Micronesian Cultural Study</p> <p><b>Humanities</b>                      AR 101 Intro to Art                      3 _____                      MU 101 Intro to Music                      3 _____                      EN 201 Intro to Literature                      3 _____                      FL 101 Intro to Japanese                      3 _____</p>	<p><b>MAJOR REQUIREMENTS</b></p> <p><b>ACCOUNTING MAJOR</b>                      (21 credits)                      AC 320 Intermediate Accounting I                      3 _____                      AC 321 Intermediate Accounting II                      3 _____                      AC 325 Cost Accounting                      3 _____                      AC 330 Taxation                      3 _____                      AC 335 Government Accounting                      3 _____                      AC 370 Accounting Internship                      3 _____                      BU/MS 310 Applied Statistics                      3 _____</p> <p><b>GENERAL BUSINESS MAJOR</b>                      (21 credits)                      BU/MS 310 Applied Statistics                      3 _____                      MGT 320 Organization Behavior                      3 _____                      MGT 350 International Business                      3 _____                      MGT 360 Entrepreneurship &amp; Small Bus.                      3 _____                      MKT 311 Marketing Strategy                      3 _____                      ECO 320 Economic Development                      3 _____                      FIN 312 Corporate Finance                      3 _____</p>
<p><b>Total Graduation Requirements      30 Credits</b></p>	



**College of Micronesia-FSM  
P. O. Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Agriculture and Food Technology**

Name: \_\_\_\_\_ State: \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (13 credits)**

	<u>Credits</u>	<u>Grade</u>	<u>Sem</u>
CA 100 Basic Computer Applications	3	_____	_____
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
SC 098 Survey of Science	3	_____	_____

**Technical Requirements (21 or 22 credits)**

AG 084 Basic Crop Production	4	_____	_____
AG 096 Field Internship	5	_____	_____

***Plus a minimum of 12 credits from the following:***

AG 086 Micro- propagation and Nursery Practices	4	_____	_____
AG 088 Landscaping	3	_____	_____
AG 090 Principles of Food Processing	3	_____	_____
AG 092 Swine and Poultry Production	3	_____	_____
AG 094 Farm Management and Marketing	3	_____	_____

**Total Certificate Requirements 34-35 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Bookkeeping**

Name: \_\_\_\_\_

State: \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**Business (12 credits)**

	<u>Credits</u>	<u>Grade</u>	<u>Sem</u>
BU 095 Filing, Office Procedures/Office Machines	3	_____	_____
BU 097 Intro. To Entrepreneurship	3	_____	_____
BU 098 Basic Business Math	3	_____	_____
BU 100 Practicum	3	_____	_____

**Bookkeeping (6 credits)**

BK 095 Bookkeeping I	3	_____	_____
BK 096 Bookkeeping II	3	_____	_____

**Business Communication (8 credits)**

ESL/BU 095 Business Communication I	4	_____	_____
ESL/BU 096 Business Communication II	4	_____	_____

**Computer (3 credits)**

CA 095 Basic Computer Applications	3	_____	_____
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**Social Sciences (3 credits)**

SS 100 World of Work	3	_____	_____
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**Mathematics (4 credits)**

MS 095 Pre Algebra	4	_____	_____
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**Total Certificate Requirements 36 credits**



**College of Micronesia-FSM  
P. O. Box 159  
Kolonia, Pohnpei FSM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Health Assistant Training Program**

<u>Major Requirements (46 credits)</u>	<u>Credits</u>	<u>Grade</u>	<u>Sem</u>
CHS 220 Review of Health Sciences	5	_____	_____
CHS 224 Health Problems in Adult	5	_____	_____
CHS 231 Maternal and Child Health I	5	_____	_____
CHS 232 Non-Communicable/Communicable Disease	5	_____	_____
CHS 233 Behavioral Health	2	_____	_____
CHS 234 Human Nutrition	3	_____	_____
CHS 235 Dental Health	2	_____	_____
CHS 240 Maternal and Child Health II	5	_____	_____
CHS 241 First Aid Care	3	_____	_____
CHS 242 Environmental Health	2	_____	_____
CHS 244 Dispensary Management	5	_____	_____
CHS 251 Health Problems in Children	5	_____	_____

**Total Certificate Requirements    47 credits**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**General Studies**

Name: \_\_\_\_\_

State: \_\_\_\_\_

Date of First Test		Placement Test			
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**Certificate Core Requirements (16 credits)**

**English (12 credits)**

	<u>Credits</u>	<u>Grade</u>	<u>Sem</u>
ESL 079 Study Skills	3	_____	_____
ESL 087 Listening/Speaking II	3	_____	_____
ESL 089 Reading V	3	_____	_____
ESL 099 Writing V	3	_____	_____

**Mathematics (4 credits)**

MS 098 Transition to Algebra	4	_____	_____
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**Certificate Program Requirements (18 credits)**

CA 100 Computer Literacy	3	_____	_____
SC 094 Family Health	3	_____	_____
SC 098 Survey of Science	3	_____	_____
SS 098 Introduction to Social Sciences	3	_____	_____
SS 100 World of Work	3	_____	_____

**Elective (3 credits)**

*Take one from the following group:*

_____ Intro. to Agriculture	3	_____	_____
_____ Intro. to Tourism	3	_____	_____
_____ Intro. to Construction Trades	3	_____	_____
_____ Intro. to Fishery and Marine	3	_____	_____
_____ Citizenship	3	_____	_____
_____ History and Government of FSM	3	_____	_____

**Total Certificate Requirements    34 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Law Enforcement**

**Name:** \_\_\_\_\_

**State:** \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Core Requirements (16 credits)**

	<u>Credits</u>	<u>Grade</u>	<u>Sem</u>
CA 100 Computer Literacy	3	_____	_____
MS 095 Pre Algebra	4	_____	_____
ESL 087 Listening/Speaking II	3	_____	_____
ESL 089 Reading V	3	_____	_____
ESL 099 Writing V	3	_____	_____

**Major Requirements (18 credits)**

SS/PY 101 General Psychology	3	_____	_____
AR 101 Introduction to Arts	3	_____	_____
AJ 151 Introduction to Criminal Justice	3	_____	_____
AJ 152 Introduction to Law Enforcement and Security	3	_____	_____
AJ 155 Administration Laws of Arrest, Search and Seizure	3	_____	_____
AJ 158 Management Skills for Police Officers	3	_____	_____

**Total Certificate Requirements 34 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Preschool Teacher Education**

Name: \_\_\_\_\_ State: \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**MAJOR REQUIREMENTS (32 credits)**

**Sem**

**Credit   Grade**

ED/CD 100 Introduction to Early Childhood Education	4	_____	_____
ED/CD 101 CDA Orientation, Safety, and Healthy Learning Environment	4	_____	_____
ED/CD 102 Promoting Physical and Communication Skills	4	_____	_____
ED/CD 103 Advancing Cognitive Skills through Creative Experiences	4	_____	_____
ED/CD 104 Promoting Self-Esteem and Responsible Behavior Through Social Experiences	4	_____	_____
ED/CD 105 Family Involvement in Preschool Education	4	_____	_____
ED/CD 106 Program Management and Professionalism	4	_____	_____
ED/CD 107 Practicum	4	_____	_____

**Total Certificate Requirements 32 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Secretarial Science**

Name: \_\_\_\_\_ State: \_\_\_\_\_

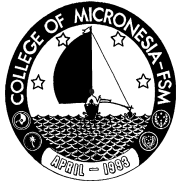
Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**Major Requirements (34 credits)**

**Credits Grade Sem**

BK 095 Bookkeeping	3	_____	_____
BK 096 Bookkeeping	3	_____	_____
BU 095 Filing, Office Procedure/Office Machines	3	_____	_____
BU 098 Basic Business Math	3	_____	_____
BU 099b Office Management (200 hours practicum)	3	_____	_____
CA 100s Computer Literacy for Secretaries	4	_____	_____
CA 101s Computer Application for Secretaries	4	_____	_____
ESL/BU 095 ESL for Business Purposes I	4	_____	_____
ESL/BU 096 ESL for Business Purposes II	4	_____	_____
SS 100 World of Work	3	_____	_____

**Total Certificate Requirements 34 credits**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Trial Counselors**

Name: \_\_\_\_\_

State: \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**Major Requirements (30 credits)**

**Credits   Grade   Sem**

LAW 200 Legal Research and Writing	3	_____	_____
LAW 210 Criminal Procedure	3	_____	_____
LAW 215 Criminal Law	3	_____	_____
LAW 220 Torts	3	_____	_____
LAW 224 Contracts	3	_____	_____
LAW 228 Evidence	3	_____	_____
LAW 232 Constitutional Law	3	_____	_____
LAW 236 Appellate and Civil Procedure/Jurisdiction	4	_____	_____
LAW 238 Real Property	2	_____	_____
LAW 240 Trial Practice Internship	3	_____	_____

**Total Certificate Requirements   30 credits**

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei FM 96941**

**ASSOCIATE OF APPLIED SCIENCE  
In  
Building Technology**

**Name:** \_\_\_\_\_ **State** \_\_\_\_\_

**PROGRAM REQUIREMENTS (38 credits)**

<b><u>General Education Requirements (22 credits)</u></b>	<b><u>Credits</u></b>	<b><u>Semester</u></b>	<b><u>Grade</u></b>
EN 123 Technical Communication	3	_____	_____
MS 104 Technical Math I	4	_____	_____
MS 106 Technical Math II	4	_____	_____
CA 100 Computer Applications	3	_____	_____
Any science with lab (4 credits)	4	_____	_____
Oceanography, Marine biology, Biology, Physical science or Chemistry			
Humanities (3 credits)	3	_____	_____
Art, Music, History, Philosophy or Language			
Exercise Sport Science (1 credit)	1	_____	_____

**Major Requirements (39 credits)** 39

(Technical Building Studies & Electrical)

**\*\*Major requirements to include minimum of 39 credits of specific technical content. Therefore, as an example, if a student is majoring in Electrical that student must complete at least 39 credits of specific electrical technical requirements.**

**Graduation Requirements\*\*\* .....61 credits**

**\*\*\*Diploma will state AAS Degree in Building Technology—Major in Electrical.**



College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**ADVANCED CERTIFICATE**  
 In  
**Building Technology Major-Construction Electricity**

Name: \_\_\_\_\_ State: \_\_\_\_\_

	<u>Credits</u>	<u>Semester</u>	<u>Overall GPA</u>
Completion of Certificate of Achievement in Construction Electricity (38 credits)	38	_____	_____

**ADVANCED CERTIFICATE REQUIREMENTS (16 credits)**

<u>General Education Requirements (10 credits)</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
EN 123 Technical Communications	3	_____	_____
SC 130 Physical Science w/lab	4	_____	_____
Humanities (_____)	3	_____	_____

**Technical Requirements (6 credits)**

VEE 110 Discrete Devices I	3	_____	_____
VEE 266 Rotating Machinery	3	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_

**TOTAL REQUIREMENTS: (48 credits)**

\* Refer to list of technical electives.

College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**ASSOCIATE OF APPLIED SCIENCE**  
**In**  
**Building Technology Major-Construction Electricity**

Name: \_\_\_\_\_ State: \_\_\_\_\_

	<u>Credits</u>	<u>Semester</u>	<u>Overall GPA</u>
Completion of Certificate of Achievement in Construction Electricity (38 credits)	<b>38</b>	_____	_____

<b>Completion of Advanced Certificate in Construction Electricity (15-16 credits)</b>	Credits	Semester	Overall GPA
	_____	_____	_____

College of Micronesia-FSM Entrance Exam  
 Latest score: \_\_\_\_\_ Status: \_\_\_\_\_

**A.A.S. REQUIREMENTS: (18 credits)**

<u>General Education Requirements (1 credits)</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
Exercise Sports Science course	1	_____	_____

**Technical Requirements (17 credits)**

VEE 222 Discrete Devices II	3	_____	_____
VEM 105 Basic Refrigeration and A.C. Theory	3	_____	_____
VEM 113 Basic Refrigeration I	4	_____	_____
VEM 212 National Electrical Code	3	_____	_____
VEM 240 Industrial Wiring	4	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**GRADUATION MINIMUM REQUIREMENTS: (65-66 credits)**

College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**ADVANCED CERTIFICATE**  
**In**  
**Electronics Technology**

Name: \_\_\_\_\_ State: \_\_\_\_\_

	<u>Credits</u>	<u>Semester</u>	<u>Overall GPA</u>
Completion of Certificate of Achievement in Electronics Engineering Technology (37 credits)	37	_____	_____

**ADVANCED CERTIFICATE REQUIREMENTS (15-16 credits)**

<u>General Education Requirements (3 credits)</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
EN 123 Technical Communications	3	_____	_____

**Technical Requirements (12-13 credits)**

VEE 222 Discrete Devices II	3	_____	_____
VEE 235 Digital Electronics II	3	_____	_____
VEE 223 PC Hardware & Software	4	_____	_____

**\*Technical Electives (2-3 credits)**

Course Number & Title: \_\_\_\_\_

**TOTAL CREDITS:** \_\_\_\_\_

**TOTAL REQUIREMENTS: (52-53 credits)**

\* Refer to list of technical electives.

College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**ASSOCIATE OF APPLIED SCIENCE**  
**In**  
**Electronics Technology**

Name: \_\_\_\_\_ State: \_\_\_\_\_

	<u>Credits</u>	<u>Semester</u>	<u>Overall GPA</u>
Completion of Certificate of Achievement in Electronics Engineering Technology (37 credits)	37	_____	_____

<b>Completion of Advanced Certificate in Electronics Technology (15-16 credits)</b>	Credits	Semester	Overall GPA
	_____	_____	_____

College of Micronesia-FSM Entrance Exam  
 Latest score: \_\_\_\_\_ Status: \_\_\_\_\_

**A.A.S. REQUIREMENTS: (15 credits)**

<u>General Education Requirements (4 credits)</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
Humanities (_____)	3	_____	_____
Exercise Sports Science	1	_____	_____

**Technical Requirements (11 credits)**

VEE 224 Video System & Product Servicing	4	_____	_____
VEE 225 Office Machines Servicing	4	_____	_____
VEE 240 Signal Processing	3	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**GRADUATION MINIMUM REQUIREMENTS: (67-68 credits)**

College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**ADVANCED CERTIFICATE  
 In  
 Telecommunications**

Name: \_\_\_\_\_ State: \_\_\_\_\_

	<u>Credits</u>	<u>Semester</u>	<u>Overall GPA</u>
Completion of Certificate of Achievement in Electronics Engineering Technology (37 credits)	37	_____	_____

**ADVANCED CERTIFICATE REQUIREMENTS: (14-15 credits)**

<u>General Education Requirements (3 credits)</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
EN 123 Technical Communications	3	_____	_____

**Technical Requirements (11-12 credits)**

VEE 230 Radio Communications	3	_____	_____
VEE 235 Digital Electronics II	3	_____	_____
VEE 240 Signal Processing	3	_____	_____

**\*Technical Electives (2-3 credits)**

Course Number & Title: \_\_\_\_\_

**TOTAL CREDITS:** \_\_\_\_\_

**TOTAL REQUIREMENTS: (51-52 credits)**

**\* Refer to list of technical electives.**

College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**ASSOCIATE OF APPLIED SCIENCE**  
**In**  
**Telecommunications**

Name: \_\_\_\_\_ State: \_\_\_\_\_

	<u>Credits</u>	<u>Semester</u>	<u>Overall GPA</u>
Completion of Certificate of Achievement in Electronics Engineering Technology (37 credits)	37	_____	_____

<b>Completion of Advanced Certificate in Telecommunications (14-15 credits)</b>	Credits	Semester	Overall GPA
	_____	_____	_____

College of Micronesia-FSM Entrance Exam  
 Latest score: \_\_\_\_\_ Status: \_\_\_\_\_

**A.A.S. REQUIREMENTS: (16 credits)**

<u>General Education Requirements (4 credits)</u>	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
Humanities (_____)	3	_____	_____
Exercise Sports Science	1	_____	_____

**Technical Requirements (12 credits)**

VTE 260 Microwave	3	_____	_____
VTE 265 Fiber Optics	3	_____	_____
VTE 270 Telecommunication Systems	3	_____	_____
VTE 280 Telephone Systems	3	_____	_____

**TOTAL CREDITS:** \_\_\_\_\_ **Cumulative GPA:** \_\_\_\_\_

**GRADUATION MINIMUM REQUIREMENTS: (67-68 credits)**

## **LIST OF TECHNICAL ELECTIVES**

The following courses can be used as technical electives in the Electronics Technology Program:

- VEE250 Co-operative Education (2)
- VEE266 Rotating Machinery (3)
- VTE261 Fiber Optics Installation (3)
- VTE260 Microwaves (3)
- VTE270 Telecommunication Systems (3)
- VTE280 Telephone Systems (3)
- VEE230 Radio Communications (3)
- Any new technical course approved by division chairperson

The following courses can be used as technical electives in the Telecommunications Program:

- VEE250 Co-operative Education (2)
- VEE223 PC Hardware & Software (4)
- VEE224 Video System and Product Servicing (4)
- VEE225 Business Machine Servicing(4)
- VEE222 Discrete Devices II (3)
- VEE266 Rotating Machinery (3)
- VTE281 Cell Phone Repair (3)
- Any new technical course approved by division chairperson

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Building Maintenance and Repair**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (10 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English or SS 100 World of Works	3	_____	_____
MS 104 Technical Math I CA 100 Computer Literacy	4 3	_____ _____	_____ _____

**Technical Requirements (24.5 credits)**

VSP 153a Industrial Safety	1.5	_____	_____
VCT 154 Introduction to Masonry	3	_____	_____
VWE 115 General Welding	4	_____	_____
VBM 101 Maintenance I	4	_____	_____
VBM 102 Maintenance II	4	_____	_____
VBM 103 Maintenance III	4	_____	_____
VBM 104 Maintenance IV	4	_____	_____

**TOTAL REQUIREMENTS      34.5**



College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Career Education**  
**(Emphasis: Motor Vehicle Mechanics)**

Name: \_\_\_\_\_ State: \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (13 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
BU 097 Introduction to Entrepreneurship	3	_____	_____

**Technical Requirements (22 credits)**

VTM 101 Introduction to Motor Vehicle Mechanics	4	_____	_____
VTM 102 Fuel, Engine Cooling and Power Train System	4	_____	_____
VTM 103 Ignition, Electrical and Transmission System	4	_____	_____
VTM 104 Brakes, Steering, Suspension and Wheel Alignment	4	_____	_____
VTM 150 Cooperative Education	6	_____	_____

**TOTAL REQUIREMENTS                      35**

**College of Micronesia – FSM**  
**P.O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Construction Electricity**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**PROGRAM REQUIREMENTS (38 credits)**

**General Education Requirements (17 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
MS 106 Technical Math II	4	_____	_____
BU 097 Small Business Management	3	_____	_____
CA 100 Computer Applications	3	_____	_____

**Technical Requirements (21 credits)**

VEM 102 Electrical/Electronic Drawing and Sketching	1.5	_____	_____
VEM 103 Basic Electricity I	4	_____	_____
VEM 104 Basic Electricity II	5	_____	_____
VEM 110 Workshop Fabrication/Hand and Power Tool Skills	3	_____	_____
VEM 111 Electrical Wiring I	3	_____	_____
VEM 112 Electrical Wiring II	3	_____	_____
VSP 121 Industrial Safety Electrical/Electronic	1.5	_____	_____

**TOTAL REQUIREMENTS                      38**

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Carpentry**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (13 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
BU 097 Introduction to Entrepreneurship	3	_____	_____

**Technical Requirements (21 credits)**

VAE 103 Blueprint Sketching and Interpretation	3	_____	_____
VCT 153 Introduction to Carpentry	3	_____	_____
VCT 163 Concrete Form Construction	3	_____	_____
VCT 173 Rough Framing and Exterior Finishing	3	_____	_____
VCT 183 Finishing and Trim Work	3	_____	_____
VCE 195 Construction Procedures	1.5	_____	_____
VSP 153a Industrial Safety	1.5	_____	_____
VCT 154 Introduction to Masonry	3	_____	_____

**TOTAL REQUIREMENTS      34**

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Cabinet Making/Furniture Making**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (13 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
BU 097 Small Business Management	3	_____	_____

**Technical Requirements (21 credits)**

VCF 104 Introduction to Cabinet making/Furniture making	3	_____	_____
VSP 153a Industrial Safety	1.5	_____	_____
VCF 106 Plan Reading and Documentation	1.5	_____	_____
VCF 110 Domestic Construction	3	_____	_____
VCF 114 Commercial Construction	3	_____	_____
VCF 120 Workshop Administration	2	_____	_____
VCF 124 Maintenance and safe use of Basic Static Machines, Power Tools, and Equipments	4	_____	_____
VCF 132 Surface Preparation and Finishing Techniques	3	_____	_____

**TOTAL REQUIREMENTS      34**

**College of Micronesia – FSM**  
**Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Electronics Engineering Technology**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**PROGRAM REQUIREMENTS (37 credits)**

**General Education Requirements (15 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
MS 104 Technical Math I	4	_____	_____
MS 106 Technical Math II	4	_____	_____
SC 130 Physical Science w/lab	4	_____	_____
CA 100 Computer Applications	3	_____	_____

**Technical Requirements (22 credits)**

VSP 121 Industrial Safety Electrical/Electronics	1.5	_____	_____
VEM 110 Workshop Fabrication	3	_____	_____
VEM 100 Soldering & Mechanical Termination Techniques	1.5	_____	_____
VEE 103 Electronic Fundamentals I	3	_____	_____
VEE 104 Electronic Fundamentals II	4	_____	_____
VEE 110 Discrete Devices I	3	_____	_____
VEE 125 Electronic Circuits	3	_____	_____
VEE 135 Digital Electronics I	3	_____	_____

**TOTAL REQUIREMENTS      37**

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Masonry**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (13 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
BU 097 Small Business Management	3	_____	_____

**Technical Requirements (21 credits)**

VSP 153a Industrial Safety	1.5	_____	_____
VAE 103 Blueprint Sketching and Interpretation	3	_____	_____
VCE 195 Construction Procedures	1.5	_____	_____
VCT 153 Introduction to Carpentry	3	_____	_____
VCT 154 Fundamentals of Masonry	3	_____	_____
VCT 163 Concrete Form Construction	3	_____	_____
VCT 164 Concrete and Brick Masonry	3	_____	_____
VCT 174 Columns, Beams, Walls and Partitions Construction	3	_____	_____

**TOTAL REQUIREMENTS                      34**

**College of Micronesia – FSM  
Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Plumbing**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (13 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
BU 097 Small Business Management	3	_____	_____

**Technical Requirements (21 credits)**

VSP 153a Industrial Safety	1.5	_____	_____
VAE 103 Blueprint Sketching and Interpretation	3	_____	_____
VCE 195 Construction Procedures	1.5	_____	_____
VCT 152 Fundamentals of Plumbing	3	_____	_____
VAE 150 Introduction to Computer Aided Design and Drafting	3	_____	_____
VCT 162 Advanced Plumbing	3	_____	_____
VCT 172 Plumbing Installation and Design	3	_____	_____
VCT 182 Uniform Plumbing Code	3	_____	_____

**TOTAL REQUIREMENTS      34**

**College of Micronesia – FSM  
P.O. Box 159  
Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT  
In  
Refrigeration and Air Conditioning (RAC)**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (14 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English	3	_____	_____
MS 104 Technical Math I	4	_____	_____
MS 106 Technical Math II	4	_____	_____
CA 100 Computer Literacy	3	_____	_____

**Technical Requirements (21 credits)**

VEM 105 Basis Refrigeration & A.C. Theory	3	_____	_____
VEM 110 Workshop Fabrication	3	_____	_____
VEM 111 Electrical Wiring I	3	_____	_____
VEM 113 Refrigeration I	4	_____	_____
VEM 114 Refrigeration II	4	_____	_____
VWE 115 General Welding	4	_____	_____

**TOTAL REQUIREMENTS      35**



College of Micronesia – FSM  
 P.O. Box 159  
 Kolonia, Pohnpei FM 96941

**CERTIFICATE OF ACHIEVEMENT**  
**In**  
**Small Engine, Equipment and Outboard Motor Repair**

Name: \_\_\_\_\_ State: \_\_\_\_\_

Date First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**General Education Requirements (17 credits)**

	<u>Credits</u>	<u>Semester</u>	<u>Grade</u>
ESL 050 Technical English or SS100 World of Works	3	_____	_____
MS 104 Technical Math I	4	_____	_____
MS 106 Technical Math II	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
BU 097 Introduction to Entrepreneurship	3	_____	_____

**Technical Requirements (17.5 credits)**

VSP 153a Industrial Safety	1.5	_____	_____
VSM 101 Introduction to Small Engine Repair	4	_____	_____
VSM 102 Fuels, Lubrication, Carburetor, and Ignition	4	_____	_____
VSM 103 Engine, Dismantling, Inspection, and Assembly	4	_____	_____
VSM 104 Starters, Engine, Maintenance, & Troubleshooting	4	_____	_____

**TOTAL REQUIREMENTS      34.5**



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Advanced Certificate of Achievement**  
**In**  
**Maritime Studies (Class 5 Marine Engineer)**

<hr/>		<hr/>	
<b>Name</b>		<b>State/Republic</b>	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
<b>English (3 credits)</b>		<b>Qualifying Short Courses (ESS/BSS) (All candidates)</b>	
EN 123 Technical Communication	3 _____	MSG 089 Survival Techniques	1.5 _____
		MSG 090 Fire Prevention & Control	1.5 _____
<b>Mathematics (8 credits)</b>		MSG 091 Basic First Aid	1.5 _____
MS 104 Technical Math I	4 _____	MSG 092 Occup. Health & Safety	1.5 _____
MS 106 Technical Math II	4 _____	<b>Qualifying Short Courses (Class 6 M; Class 5 M &amp; Class 5 E)</b>	
		MMA 162 Basic Radar Operations	1 _____
<b>Computer Applications (3 credits)</b>		MMA 163 Radiotelephony	1 _____
CA 100 Computer Literacy	3 _____	MMA 172 Global Marit. Distress & Safety	2 _____
		MMA 174 Basic Radar	2 _____
<b>Any Science or Marine Science with Lab (4 credits)</b>		MME 179 Practical Mathematics	1 _____
Any course in Oceanography, Marine Biology, Chemistry, Biology, or Physical Science	4 _____	<b>Technical Requirements</b>	
		MWD 100 Enabling English	1.5 _____
		MWD 101 Basic Bridge Procedures	4 _____
		MWD 102 Basic Seamanship	2 _____
		MWD 103 Basic Machinery Systems	4 _____
		MME 160 Nautical Knowledge I	4 _____
		MME 161 Engineering Knowledge I	4 _____
<b>Exercise Sports Science (1 credits)</b>		FT 110 Basic Fishing Knowledge	2.5 _____
ESS course	1 _____	FT 120 Tuna Longline Fishing	2 _____
		FT130 Fishing Gear Design & Mach.	2.5 _____
<b>Humanities (3 credits)</b>		FT 140 Fin. & Marine Res. Mng.	2.5 _____
Any course in Art, Music, History, Philosophy & Language may be taken	3 _____	MM 170 First Aid at Sea	1.5 _____
		MM 171 Proficiency in Survival Craft	1.5 _____
		MM 173 Adv. Fire Prev. & Control	1.5 _____
		ME 180 Engineering Knowledge II	5 _____
		ME 181 Applied Marine Machinery	8 _____
		<b>Total Graduation Requirements 81.5 Cr.</b>	



**COLLEGE OF MICRONESIA-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**Advanced Certificate of Achievement**  
**in**  
**Maritime Studies (Class 5 Masters)**

<hr/>		<hr/>	
Name		State/Republic	
<b>GENERAL EDUCATION CORE REQUIREMENTS</b>			
<b>English (3 credits)</b>		<b>Qualifying Short Courses (ESS/BSS) (All candidates)</b>	
EN 123 Technical Communication	3 _____	MSG 089 Survival Techniques	1.5 _____
		MSG 090 Fire Prevention & Control	1.5 _____
<b>Mathematics (8 credits)</b>		MSG 091 Basic First Aid	1.5 _____
MS 104 Technical Math I	4 _____	MSG 092 Occup. Health & Safety	1.5 _____
MS 106 Technical Math II	4 _____	<b>Qualifying Short Courses (Class 6 M; Class 5 M &amp; Class 5 E)</b>	
		MMA 162 Basic Radar Operations	1 _____
<b>Computer Applications (3 credits)</b>		MMA 163 Radiotelephony	1 _____
CA 100 Computer Literacy	3 _____	MMA 172 Global Marit. Distress & Safety	2 _____
		MMA 174 Basic Radar	2 _____
<b>Any Science or Marine Science with Lab (4 credits)</b>		MME 179 Practical Mathematics	1 _____
Any course in Oceanography, Marine Biology, Chemistry, Biology, or Physical Science	4 _____	<b>Technical Requirements</b>	
		MWD 100 Enabling English	1.5 _____
		MWD 101 Basic Bridge Procedures	4 _____
		MWD 102 Basic Seamanship	2 _____
		MWD 103 Basic Machinery Systems	4 _____
		MME 160 Nautical Knowledge I	4 _____
<b>Exercise Sports Science (1 credits)</b>		MME 161 Engineering Knowledge I	4 _____
ESS course	1 _____	FT 110 Basic Fishing Knowledge	2.5 _____
		FT 120 Tuna Longline Fishing	2 _____
<b>Humanities (3 credits)</b>		FT130 Fishing Gear Design & Mach.	2.5 _____
Any course in Art, Music, History, Philosophy & Language may be taken	3 _____	FT 140 Fin. & Marine Res. Mng.	2.5 _____
		MM 170 First Aid at Sea	1.5 _____
		MM 171 Proficiency in Survival Craft	1.5 _____
		MM 173 Adv. Fire Prev. & Control	1.5 _____
		MM 175 Small Vessel Stability	1.5 _____
		MM 176 Nautical Knowledge II	4 _____
		MM 177 Nav. & Position Determination	4 _____
		MM 178 Ship Constr. & Machinery	1.5 _____

**Total Graduation Requirements 79.5 Cr.**



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF ACHIEVEMENT**  
**in**  
**FISHING TECHNIQUES AND MARITIME STUDIES**  
**(Class 6 Master/Engineer)**

**Name:** \_\_\_\_\_ **State:** \_\_\_\_\_

<b><u>Qual. Short Courses (Shipboard Safety Courses) (6 credits)</u></b>	<b>Credits</b>	<b>Grade</b>	<b>Sem</b>
MSG 089 Survival Techniques	1.5	_____	_____
MSG 090 Fire Prevention and Control	1.5	_____	_____
MSG 091 Basic First Aid	1.5	_____	_____
MSG 092 Occupational Health and Safety	1.5	_____	_____
<b><u>General Education Requirements (15 credits)</u></b>			
MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____
EN 123 Technical Communications	3	_____	_____
<u>Any science or Marine Science with lab</u>	4	_____	_____
<u>Exercise Sport Science</u>	1	_____	_____
<b><u>Technical Requirements (29 credits)</u></b>			
MWD 100 Enabling English	1.5	_____	_____
MWD 101 Basic Bridge Procedures	4	_____	_____
MWD 102 Basic Seamanship	2	_____	_____
MWD 103 Basic Machinery Systems	4	_____	_____
MME 160 Nautical Knowledge I	4	_____	_____
MME 161 Engineering Knowledge I	4	_____	_____
FT 110 Basic Fishing Knowledge	2.5	_____	_____
FT 120 Tuna Longline Fishing	2	_____	_____
FT 130 Fishing Gear Design and Machinery	2.5	_____	_____
FT 140 Financial and Marine Res. Mng. For Sm. Scale Fishing	2.5	_____	_____
<b><u>Qual. Short Courses for Class 6 Master/Engineer (2 credit)</u></b>			
MMA 162 Basic Radar Operations	2	_____	_____
MMA 163 Radiotelephony	2	_____	_____
<b>Total Certificate Requirements</b>		<b>54 credits</b>	



**College of Micronesia-FSM**  
**P. O. Box 159**  
**Kolonia, Pohnpei FM 96941**

**CERTIFICATE OF COMPLETION**  
**in**  
**MULTI-PURPOSE RATING**

Name: \_\_\_\_\_

State: \_\_\_\_\_

Date of First Test	Placement Test				
	English Listening/Speaking	English Structure	English Reading	English Total	Math

**Qualifying Short Courses (Shipboard Safety Courses) (6 Crs.)**

	<b>Credits</b>	<b>Grade</b>	<b>Sem</b>
MSG 089 Survival Techniques	1.5	_____	_____
MSG 090 Fire Prevention and Control	1.5	_____	_____
MSG 091 Basic First Aid	1.5	_____	_____
MSG 092 Occupational Health and Safety	1.5	_____	_____

**General Education Requirements (7 credits)**

MS 104 Technical Math I	4	_____	_____
CA 100 Computer Literacy	3	_____	_____

**Technical Requirements (11.5 credits)**

MWD 100 Enabling English	1.5	_____	_____
MWD 101 Basic Bridge Procedures	4	_____	_____
MWD 102 Basic Seamanship	2	_____	_____
MWD 103 Basic Machinery Systems	4	_____	_____

**Total Certificate Requirements    24.5 credits**

