



**NORTHWEST**  
IOWA COMMUNITY COLLEGE

*Your success is our story.*

## **Concurrent Enrollment Student Handbook**

# Concurrent Enrollment Student Handbook

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Dear Concurrent Enrollment Student,

Greetings! You have made a very beneficial decision to enroll in college coursework while you are still in high school. You join the record-number of students across the state and nation that are seizing this wonderful opportunity. NCC is excited to join you in this beneficial journey.

**Benefits you will gain by taking Concurrent Enrollment (CE) classes:**

- Be more prepared for college by gaining college readiness skills (confidence, writing, critical thinking, test taking, reading skills – just to name a few!)
- More likelihood of obtaining your bachelor’s degree in 4 years by earning college credit earlier
- Keep debt loan down in college by having these credits paid by the State of Iowa now.
- Gain knowledge that can help you on college placement skills and scholarship eligibility.

**What you should know about your college classes:**

- These are official NCC College courses, taught using the same standards and textbooks used at the college and at colleges across the state.
- Faculty approved to teach these courses are college-level professors. They have applied, their credentials have been reviewed, and they have met the requirements to teach college-level work.
- Academic work in these courses is at the college level. Students should anticipate a rigorous set of standards and more substantial time commitment for work outside of class.
- These courses create an official NCC transcript.
- Each of these courses work towards a college degree at NCC! You can enroll at NCC after you graduate high school and finish the degree. All of our courses also are transferable to colleges and universities across the state and nation. NCC works hard to ensure the transfer process be as seamless as possible. We recommend each student check with colleges to inquire about transfer credit policies or check with the transfer advisor at NCC for assistance.
- Students enrolled in these courses are treated like college students for these courses. Please consider that some courses contain mature content (e.g. Developmental Psychology). All college policies and expectations are followed.

Your decision to enroll in college courses is a challenging yet important step for your future. This handbook has been put together to help ensure all information that will help aid your success is available to you. Please read this handbook carefully, and feel free to contact your high school counselor, myself, or NCC if you have any questions.

Have a great learning experience!

Sarah Breems-Diekevers  
Director of Secondary Programs

## **Introduction**

(As stated by the Department of Education – Senior Year Plus guide) [www.educateiowa.gov](http://www.educateiowa.gov)

Each year, tens of thousands of Iowa high school students get a jump start on college by earning credit toward a degree. These jointly enrolled students are afforded the opportunity to save money by shortening their time to a postsecondary credential while acclimating to higher education coursework. Through Senior Year Plus (SYP), school districts are provided with a variety of options to enhance students' high school experience. Enacted by the legislature in 2008, SYP was created to provide increased and more equal access to college credit and advanced placement courses. Courses delivered through SYP provide students the opportunity to take a rigorous college curriculum and receive, in many cases, both high school and college credit concurrently.

College credit opportunities help to bridge the gap between completing high school and starting college. Through joint enrollment, students are provided with the opportunity to supplement their high school curriculum with challenging college courses that would not otherwise be available. By taking these courses, students may be able to expedite their progress toward a degree and graduate from college earlier. Additionally, most college credit opportunities available are offered at little or no cost to students. Research shows joint enrollment opportunities ease the transition of students from secondary to postsecondary education. Students enroll and persist in postsecondary education in greater numbers because they enter college with a realistic understanding of the skills needed for success in higher education. Iowa is one of at least 38 states with state policies supporting the enrollment of high school students in college coursework.

Iowa law requires students, instructors, and institutions to meet certain criteria to be eligible to participate in Senior Year Plus (SYP) programming. For more information on SYP programming and guidelines, please visit the Department of Education website at [www.educateiowa.gov](http://www.educateiowa.gov) – Senior Year Plus.

## **About NCC**

### **Mission Statement**

Northwest Iowa Community College is a progressive learning college rapidly responding to the global needs of our changing community.

### **Vision Statement**

We are driven to be the community college of choice for lifelong learning, personal development, and retraining.

### **History of NCC**

Northwest Iowa Community College was organized April 27, 1966. The college is fully accredited by the North Central Association of Colleges and Schools. The college is located on a 269-acre campus one mile west of Sheldon. Northwest Iowa Community College offers both vocational technical programs and arts and sciences transfer courses — over 50 programs in all.

NCC's student placement rate has averaged 95.3% percent. Many of NCC's highly skilled specialist programs have consistently had 100 percent employment success for their graduates. The NCC Placement Office offers lifetime placement assistance for its graduates.

### **Academic Programs at NCC**

A current list of programs available at NCC can be viewed on the Programs of Study page on the NCC website:

<http://www.nwicc.edu/academics/programs-of-study/>

## **Concurrent Enrollment**

### **Benefits of Concurrent Enrollment**

NCC has a strong history of working with school districts to provide opportunities for high school students to earn college credit while still in high school. We truly value our high school students, and believe that these courses can be a benefit to students. Here are some of the main reasons:

- Get a head start on college
- Save time – shortens the time to attain a college degree
- Save money – joint enrollment classes are generally free to the student
- Gain college experience while in the secure environment of high school
- Use the NCC Library, computer labs and other support services
- Enjoy a small faculty to student ratio
- Enrich the course opportunities for high school students in both college transfer and career and technical programs
- Provide students with college credit that may be transferable to a 4-year institution

Grades earned through dual enrollment will become part of the students' permanent high school and college transcripts.

### **National Alliance of Concurrent Enrollment Partnerships (NACEP)**

Northwest Iowa Community College received accreditation in 2019 from the National Alliance of Concurrent Enrollment Partnerships (NACEP) for the concurrent enrollment programs at NCC.

[NACEP](#) is a professional organization for high schools and colleges that fosters and supports rigorous concurrent enrollment. Established in 1999 in response to the dramatic increase in concurrent enrollment courses throughout the country, NACEP serves as a national accrediting body and supports all members by providing standards of excellence, research, communication and advocacy.

Concurrent enrollment (also called dual enrollment or dual credit) programs provide a unique and sustainable way to deliver rigorous curriculum to a broad range of high school students. They simultaneously provide a mechanism for delivering ongoing professional development to America's most talented teachers. As concurrent enrollment programs continue to flourish across the country, an ever broader audience is taking note.

**How to Enroll**

1. Students enroll in CE courses in conjunction with their high school counselors. Counselors will assure students have met the pre-requisites as outlined in Senior Year Plus legislation.
2. Students complete the NCC application paperwork with their parents and turn the paperwork into the counselor to review and approve.
3. Counselors submit the NCC application, transcript, and appropriate placement test scores to NCC.
4. NCC will process the paperwork and register the students. They will then send students information and direct them to the student handbook and the student's NCC My Place account.
5. Counselors are also provided with the enrollment information of all students enrolled in college classes at their school in order to assist the students.
6. NCC and high school counselors will reinforce that enrollees are now NCC students with corresponding privileges and responsibilities.
7. If students do not want to enroll through the high school, the student is allowed to enroll directly through the Director of Secondary Programs at NCC. However, this course would then be the responsibility of the student both financially and academically. All responsibility of the school district would be removed.

**Course Drops**

Students must request from their high school counselor to be formally added or dropped from a course. Counselors will communicate the request to NCC.

All concurrent enrollment students must follow the refund and withdrawal deadlines as outlined by NCC. There are specific timelines associated with when students can drop with no penalty (refund date) and when they can drop with a "W" (withdrawal but no refund on their NCC transcript). Generally, the refund date falls within the first two weeks of the term and the last day to withdraw and receive a "W" is the date that falls two-thirds into the class time. Because course terms vary, each counselor may consult NCC for the deadline dates which apply at his or her high school.

**Refund Deadlines for Academic Year 2021-2022**

September 5, 2021, Last day for 100% refund for fall semester classes

January 23, 2022, Last day for 100% refund for spring semester classes

The above Refund Schedule is applicable only to regular semester enrollment periods. A similar pro-rated Refund Schedule will be applied to courses with different enrollment periods (i.e. on campus courses, 8 week courses, etc.). Refund procedures, percentages, and amounts may differ for students receiving financial aid. Classes that are dropped within the refund period do NOT show on a student's transcripts nor do they count against them when calculating their completion rate.

Withdrawal Deadlines for Academic Year 2021-2022

October 28, 2021, Last day for withdrawal of fall semester classes

March 21, 2022, Last day for withdrawal of spring semester classes

Classes that are dropped within the withdrawal deadline are not eligible for a financial refund. They will appear on the student's transcripts with a grade reflected of "W." W grades do not affect a student's overall GPA or academic standing. However, "W" grades do count against a student when calculating their completion rate.

**Repeating Courses**

If a student chooses to repeat a class, only the latest grade and credit will be used in determining credits earned and cumulative grade point average.

**Textbooks and Materials**

Concurrent enrollment courses are required to use the same textbooks approved by NCC. Textbooks used for CE courses are always the same textbooks used for the class at the college. NCC will provide each high school with the appropriate textbook information. The textbook information is also published on NCC's website. The high school instructor will inform the students if any additional materials or equipment are needed. Students should check with their high school counselor to understand the financial arrangement of their school district's textbook policies.

**Course Information**

A current list of each course description of NCC classes and course prerequisite requirements can be viewed in the NCC catalog (beginning on page 102):

<https://nwicc.edu/catalog/course-descriptions/>

Appropriate placement scores are required for students to enroll in math or writing courses. Score requirements are the same for college and high school students. Options include an EdReady Assessment (<https://nwicc.edu/admissions/placement-test/>) or the ACT. Additional information or questions in regards to placement requirements should be directed to the Director of Secondary Programs at NCC: [sbreems-diekevers@nwicc.edu](mailto:sbreems-diekevers@nwicc.edu)

**ACT Math Placement Score Requirements:**

|                       |    |
|-----------------------|----|
| Applied Math          | 13 |
| Math for Liberal Arts | 17 |
| Statistics            | 17 |
| College Algebra       | 22 |
| Calculus              | 24 |

**ACT Writing Placement Score Requirements:**

|           |    |
|-----------|----|
| Comp I    | 17 |
| Tech Comm | 14 |

A score of 80 is required if using the EdReady Assessment.

**Responsibilities of the Student**

- Contact their high school counselor to determine their eligibility to enroll in college credit classes.
- Complete placement test if enrolling in a math or writing course.
- Complete the Application/Registration Form for NCC with their high school counselor.
- Obtain all required signatures before submitting Registration Form (Student, Parent/Guardian and School Official).
- Think about the time commitment and academic abilities – look at their schedule of high school courses and activities.
- Communicate with their instructor if they have questions about the class.
- Check their grades in Canvas for online classes.
- Speak with their high school counselor if they are considering dropping or withdrawing from a course.
- Be aware of all drop and withdrawal deadlines.

Before enrolling, it is the student's responsibility to first check with his/her counselor and then the institution to which transfer is being considered for a determination of which classes will be accepted for transfer credit.

**Transcript Release**

To have NCC credits transferred to another institution, students must request a transcript release.

Students need to request a transcript online at: <http://www.nwicc.edu/academics/transcript>. There is a \$5 fee per requested transcript. Official transcripts will not be released for students with outstanding financial obligations to the College. Transcripts from high schools, other colleges, or universities that have been sent to NCC for the student's file will not be copied and released. Copies need to be obtained directly from the institution of origin.

**Policies and Procedures****Academic Integrity****Academic Dishonesty Policy:**

If cheating is suspected on a test, quiz, assignment or paper, the following procedure will be used:

1. The person or persons suspected will be confronted.
2. The person or persons suspected will be allowed to state their case.
3. If it is determined that cheating has taken place, a zero will be given on the test, quiz, assignment or paper involved.
4. A second occurrence may result in dismissal from the class and failing the course.

**Academic Probation**

If a student is enrolled, he/she must maintain a minimum cumulative grade point average (GPA) of 2.0. If this guideline is not met, the student will automatically be placed on academic probation and will be notified in writing of the probationary status. NCC asks that the student visit with an advisor to discuss corrective actions that may help to promote satisfactory academic progress. Academic probation will be removed when the minimum cumulative grade point average is achieved.



### Academic Suspension

Academic suspension is a forced removal from the College due to failure to maintain the minimum cumulative grade point average required. If a person earns a cumulative and term GPA of below a 2.0 two consecutive semesters/terms in a row, they will move to academic suspension. The student may be allowed to return to school after sitting out a semester/term.

### Appeal

The academic probation or suspension can be appealed by following the College Grievance Procedure.

### Course Cancellations

Due to instructor availability and course enrollments, all NCC courses are subject to cancellation. NCC will communicate all course cancellations to high school counselors as soon as determination on course offerings has been made.

### **Services for Students with Disabilities**

In accordance with the America Disabilities Act & the Vocational Rehabilitation Act, Northwest Iowa Community College is committed to providing an accessible environment which supports students with disabilities to reach their full potential. Accommodations are available for students who have visual, hearing, mobility, learning or other types of disabilities to insure equal access to educational opportunities. NCC employs an Accommodations Coordinator to work with students to develop and coordinate services based on individual student need. If you are a student with a disability, who requires reasonable accommodations to participate at NCC, follow the steps listed below:

1. Contact the Accommodations Coordinator at 800-325-4907, ext. 116 or see NCC's website for an application for accommodations.
2. Submit the completed application and supporting documentation to: Northwest Iowa Community College, 603 West Park Street, Sheldon, IA 51201, Attn: Accommodations Coordinator. An application is required each semester.
3. Schedule a time to meet with the Accommodations Coordinator to discuss coordination of these services.
4. Contact the Accommodations Coordinator with any questions during the process.

**Student Accessibility Statement:** Northwest Iowa Community College believes that disability is a naturally occurring aspect of humanity's diversity and is an integral part of society and the college. Northwest Iowa Community College believes in working collaboratively with students, faculty, and staff to provide accessible and equal opportunities for all students. Students with disabilities are encouraged to connect with the Student Accessibility Services Office to begin the individualized process of determining reasonable accommodations. For further information, contact the Student Accessibility Services Coordinator, Renee Franklin, at 712-324-5061 ext. 116 or [disabilityserv@nwicc.edu](mailto:disabilityserv@nwicc.edu). Forms and additional information are available through our website at <https://nwicc.edu/academic-support/accommodations-disability/>.

### **Nondiscrimination in Education**

It is the policy of Northwest Iowa Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, sexual orientation, gender identity, creed, religion, and actual or potential parental, family or marital status in its programs, activities, or employment practices as

required by federal and state civil rights statutes and all other applicable federal and state laws, regulations and orders. The Board of Trustees shall monitor progress on this policy through the President's appointed Affirmative Action/Equity Coordinator(s).

If you have any questions or complaints related to compliance with this policy, please contact one of the Equity Coordinators at Northwest Iowa Community College, [603 West Park Street, Sheldon, Iowa](#), room D403b or room A101D, email [equity@nwicc.edu](mailto:equity@nwicc.edu), phone number 712-324-5061, extension 113 or extension 137, fax 712-324-4136; or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, [500 W. Madison, Suite 1475, Chicago, IL 60661](#), email [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov), phone number 312-730-1560, fax 312-730-1576.

### **Student Grievance Procedure**

If you have a grievance because of a grade received, academic related problem, or other grievable situation, you may follow a step-by-step process that could include the instructor, Program Director, Dean, Chief Academic Officer (CAO) OR Chief Financial Officer (CFO) and the President. The President shall serve as the final arbiter. Definition—working day: any day when the Administrative Offices are open.

#### **LEVEL I—Instructor**

A student with a grievance should first discuss it with his/her instructor in an effort to resolve the problem.

#### **LEVEL II—Program Director**

When the grievance is not resolved at Level I, the student should discuss it with the Program Director (where applicable) with the objective of resolving the grievance informally.

#### **LEVEL III—Dean**

When the grievance is not resolved at Level II, the student should discuss it with his/her Dean with the objective of resolving the grievance informally.

#### **LEVEL IV—Chief Academic Officer (CAO) or Chief Financial Officer (CFO)**

When the grievance is not resolved at Level III and the student wishes to pursue the grievance, the student shall file a formal complaint in writing and submit the written grievance to the CAO or CFO. Grievances concerning grades, or other academic-related issues, shall be submitted to the CAO. Grievances concerning billing or other financial arrangements shall be submitted to the CFO.

The filing of the formal, written complaint at Level IV must be within fifteen (15) working days from date of the event giving rise to the grievance or from the date the grievant could reasonably become aware of such occurrence. The grievant may request that a meeting concerning the complaint be held with the CAO. A minor student may be accompanied at the meeting by a parent or guardian.

The CAO shall investigate the grievance and attempt to resolve it. A written report from the CAO regarding action taken will be sent within fifteen (15) working days after receiving the formal complaint.

**LEVEL V—President**

When the grievance is not resolved at Level IV, the grievant may process it to Level V by presenting a written appeal to the President of the College within ten (10) working days from the date the grievant receives the report from the CAO. Within fifteen (15) working days after receiving the written grievance, the President will render a written decision. The decision of the President is final.

This procedure in no way denies the right of the grievant to file formal complaints with the Iowa Civil Rights Commission, other agencies available for mediation or recertification of affirmative action grievances, or to seek private counsel for complaints alleging discrimination.

For a complete listing of NCC's policies and procedures access NCC's catalog at:

<https://nwicc.edu/catalog/>

**Grading System**

Students can find the appropriate grading system for their class in the course syllabus given by the instructor.

Grading System

Grades represent the official record of your level of achievement in a course.

The following grading scale is utilized at NCC. Effective Fall 2018 faculty reserve the right to issue plus and minus grades.

|   |               |     |
|---|---------------|-----|
| A | Excellent     | 4.0 |
| B | Above average | 3.0 |
| C | Average       | 2.0 |
| D | Below average | 1.0 |
| F | Failure       | 0.0 |
| I | Incomplete    |     |
| W | Withdrew      |     |
| X | Repeat        |     |

**Family Educational Rights and Privacy Act of 1974 (FERPA)**

Northwest Iowa Community College informs students of the Family Educational Rights and Privacy Act of 1974, as amended. The Act, with which the institution intends to comply fully, was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) concerning alleged failures by the institution to comply with the Act.

### Disclosure To Parents

1. Family Educational Rights and Privacy Act permits postsecondary institutions to disclose any and all information from a student's education records, without consent, to that student's parents if the student is a dependent for tax purposes under IRS rules.
2. Family Educational Rights and Privacy Act allows institutions to disclose information to appropriate officials in a health or safety emergency, including parents if the emergency involves their child. Parents are often in the best position to help their children during these crises.
3. Family Educational Rights and Privacy Act permits a postsecondary institution to tell parents of students under the age of 21 when the student has violated any law or policy concerning the use or possession of alcohol or a controlled substance.

### **Implications of Beginning a College Transcript**

The grade for the concurrent enrollment course(s) will appear on a student's official NCC college transcript and may affect financial aid in the future at NCC if they are not successful. Students whose academic performance results in academic or financial aid suspension will be subject to review if the student plans to attend NCC as a college student after they graduate high school. Students who have a cumulative GPA of below a 2.0, completion rate of below 67%, and/or a full semester of no passing grades may result in suspension. Students should contact their counselor or the secondary programs staff at NCC to work through the appeal process.

### Grade Point Average Requirement

To be eligible for financial aid at NCC, students must maintain a cumulative grade point average (GPA) of 2.0. If a student repeats a course, the last grade issued will be used in the calculation of the GPA. Grades received in developmental courses are not used in the calculation of the GPA. Courses for which the student has been granted grade forgiveness from the Academic Restart Program (academic amnesty) are included in the calculation of the cumulative GPA.

### Completion Rate Requirement (Pace)

Each semester, a student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned. On a cumulative basis, a student must earn 67% of all credits ever attempted to maintain satisfactory academic progress.

## Student Support Services

Academic Services of the NCC library and learning center are available for usage by concurrent enrollment students.

### **Library**

The [NCC Library](#) provides access to information in a wide variety of materials to support all programs offered at the college. The library collection includes books, videos, CDs, ebooks, online journals, audio books, magazines and journals. Interlibrary loan services are available to NCC staff and students for those materials not held in collection. Remote use of online databases is limited to current students, staff and faculty. Please contact a library staff member for assistance. Students can use their photo ID for checking out materials or a library card can be obtained during normal library hours.

### **Learning Center**

The [Learning Center](#), located in Building A on the NCC campus, provides a variety of services for students and residents of local communities. Within the business hours of the Learning Center, students and prospective students at NCC are able to get free [tutoring](#) by available staff members. Developmental Courses are also available for prospective students who may want to improve their skills.

A few of the conveniences available to students through the Learning Center are a [computer lab](#), study rooms and [testing accommodations](#).

### **Northwest Iowa Lifelong Learning and Recreation Center (LLRC)**

The [LLRC](#) is located on the campus of Northwest Iowa Community College one mile west of the City of Sheldon.

The facility is available for college students, staff, faculty, and community members. Besides the wellness facilities and equipment, it provides expanded space for business and industry training, conventions, conferences, and career, trade, and home shows. Concurrent enrollment students are subject to a reduced fee for entry or membership to the facility.

## How to Access NCC Information/Courses

### **To Login to My Place:**

Go to [www.nwicc.edu](http://www.nwicc.edu) and click on My Place in the top right hand corner.

### User Name and Password format

Example: John D. Smith

User Name: johndsmith

Refer to your login letter for password information.

(\*If you need additional assistance call 324-5061 ext. 266 or 324-5061 ext. 137 to find out your password).

**Student Email**

All NCC students are assigned a student email account which is located in My Place. All official NCC communication is sent to an NCC student's email only. It is the student's responsibility to check his/her email account on a regular basis. Faculty and staff reach students regarding classes, activities, deadlines, etc. through student email. A student unsure of his/her email address, user name and password should contact Student Services at NCC.

**How to access online courses:**

A student should login to his/her My Place account and click on the link: MyCourses (Canvas) under Important Links. This will open a student's homepage where his/her class(es) will be listed. Students *can NOT access the class itself until the day it starts*; however, there is an optional online tutorial on this page that will better prepare students for an online class. There is nothing further a student needs to do until accessing the online class on the day it begins.

**MySelf Service**

This is where students can check final grades, view class schedules, transcripts, billing information etc. Please login to My Place to access MySelf Service.

**MyCourses(Canvas)**

Canvas is the primary platform used for online classes. It will also be used by on-campus instructors for electronic gradebook and sharing information. Please log in to MyPlace to access MyCourses(Canvas).

**Frequently Asked Questions****What do jointly enrolled classes cost?**

The school district pays the cost of tuition and fees. Textbooks are required for all courses. Students must refer to their local school district policy regarding payment for the books. If tools or other materials are required for a technical program, the student is responsible for those purchases.

**How will I get my grade for my NCC class?**

The instructor will submit final grades to NCC, and then grades will be shared with the high school counselor for report cards. The student may also, at any time, check their grades in Canvas. Final grades may be accessed in Self Service in a student's My Place account.

**Will NCC's grade count on my high school or college grade point average?**

The grade will be part of a student's cumulative grade point at the college level. Please check with your high school counselor to verify the policy at the high school in regards to your high school GPA.

**Will the courses transfer?**

Northwest Iowa Community College is a great place to start your education. If you're planning on earning a bachelor's degree, you can take your general education requirements before transferring to a four-year college or university. NCC has articulation agreements with most state and area colleges and universities. However, not all credits transfer equally. Talk to your high school counselor, or an [NCC advisor](#) for more information.

**What if I don't know exactly what I want to do?**

NCC offers more than 40 career programs as well as college transfer options. [College advisors and recruiters](#) provide assistance to students in career and academic decisions.

**Which calendars do jointly enrolled courses follow, the high school or NCC?**

Classes taught online and on campus at NCC follow the NCC college calendar. High school students in these classes must attend if NCC is in session regardless of whether their high school has class. Courses taught only at the high school follow that high school's calendar. It is important to understand the demands of this before enrolling in a college course.

**What is FERPA (Family Educational Rights and Privacy Act) and what does it mean for parents?**

The Family Educational Rights and Privacy Act is a federal law that protects the privacy of student records. This would make it illegal for NCC to provide private information concerning students to anyone, including the parents. When a student completes an NCC High School registration form they have the opportunity to sign a waiver so that we may release information to parents and to the High School.

**What help is available to me after I enroll?**

Once a student begins classes through NCC they are an NCC student and eligible for all services provided to all other students. There are many benefits, including free tutoring in the [Learning Center](#), accommodations for students with [special needs](#), student email and access to [My Place](#) (our web portal), [library](#) services, a student ID card and discounts at area businesses, access to student computers Monday through Friday, and [advising](#).

**Who should parents call if they have a concern about their student's academic progress?**

Students enrolled in Jointly Enrolled classes are considered College students by all College staff. That means that NCC is limited in the information it may share with a parent or guardian. Students are encouraged to communicate with their instructors regularly about their concerns and needs. However, parents may contact the high school guidance counselor or the Director of Secondary Programs at NCC for help in answering questions.

**Who do I contact if I have a concern about an instructor?**

All instructor concerns should be referred to the Director of Secondary Programs at NCC.

**When I finish high school, how do I continue my education at NCC or at another institution?**

Students need to complete a full application for admission, participate in orientation and submit any required placement test scores and transcripts. The [Admissions Office](#) at NCC is available to help begin the process of becoming a full-time student at NCC.

**What are the responsibilities of the student's parents?**

- Parents should encourage their student to take college classes responsibly. These courses are their first steps toward a post-secondary degree and one more step toward adulthood. Make sure they understand the commitment they are making.
- These are college level courses and will require the appropriate amount of commitment to study and preparation.
- These courses will become part of their permanent academic record.
- Students must follow college procedures and guidelines for adding and dropping classes. Students need to study, and to be prepared to stick to the NCC calendar.
- Help them to grow as individuals by encouraging them to talk directly to their instructors when they have questions or concerns.

**What are the student's responsibilities?**

- Contact their high school counselor to determine their eligibility to enroll in college credit classes.
- Complete the Application/Registration Form for NCC with their high school counselor.
- Obtain all required signatures before submitting Registration Form (Student, Parent/Guardian and School Official).
- Think about the time commitment – look at their schedule of high school courses and activities.
- Communicate with their instructor if they have questions about the class.
- Check their grades in Canvas for online classes.
- Speak with their high school counselor if they are considering dropping or withdrawing from a course.
- Be aware of all drop and withdrawal deadlines.
- Before enrolling, it is the student's responsibility to first check with his/her counselor and then the institution to which transfer is being considered for a determination of which classes will be accepted for transfer credit.

**What are the College's responsibilities?**

- NCC is responsible for providing quality instruction.
- NCC must provide the same services to our high school students that we do for our post-secondary students.
- NCC needs to answer your questions and let you know what to expect.
- NCC must coordinate programs with the high schools.
- NCC must provide transcripts to students when appropriate.

**What are the High School's responsibilities?**

- Provide a listing of available courses.
- Assist students with planning for and enrolling in JE courses at NCC.
- Work to facilitate good communication between the high school student and the college.