NORTHWEST
IOWA COMMUNITY COLLEGE

Your success is our story.

# Concurrent Enrollment Student Handbook

Updated July 2025

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# Welcome to NCC Concurrent Enrollment

Concurrent enrollment is when you take college courses while you are still in high school. You can do this in several ways through Northwest Iowa Community College (NCC) and your high school: online courses, on-campus courses at NCC, Career Academy courses at Sheldon or Sioux Center, or college courses taught by qualified high school instructors right in your high school building.
This program offers you a unique chance to gain college readiness skills and earn college credit that can jumpstart your higher education journey. Here are some of the key benefits you'll gain:

- **Get a Head Start on College:** Earn college credits now to shorten your time to a degree and gain essential college readiness skills like critical thinking, effective writing, and strong study habits.
- **Save Money:** Many of these college credits are free through Senior Year Plus, helping lower your future college expenses.
- **Gain College Experience:** Experience real college-level academics in the supportive environment of your high school, helping you prepare for future success.
- **Access College Resources:** Use NCC's valuable resources, including the library, computer labs, and other student support services.
- **Boost Your Future:** Earn college credit that can transfer to a 4-year university and potentially help you with college placement tests and scholarship eligibility.
- **Expanded Learning:** Explore a wider range of courses, including both college transfer and career and technical programs, all while enrolled in high school.

**Northwest Iowa Community College (NCC) & Iowa's Senior Year Plus (SYP) Program**
NCC helps you gain the skills you need for today's world. With over 50 programs to choose from, whether your you're planning to start working or transfer to a four-year university, we've got a path for you. With 96% of grads employed, your future starts here.
Your concurrent enrollment classes are part of Iowa's Senior Year Plus (SYP) program. This program helps you earn college credit while in high school, giving you a real head start and a clear idea of what college is like. It's a great way to prepare for your future!

# Getting Started: Enrollment & Preparation

## Before You Start Checklist

Taking concurrent enrollment classes is a big step, and knowing what to expect will help you succeed. Follow this checklist to find out what you need to know before you enroll for concurrent enrollment courses:

☐ **Check Your Eligibility:** Contact your high school counselor to confirm you're eligible to enroll in college-credit classes. There may be alternative measures of eligibility other than ISASP scores. Career and Technical Education (CTE) classes offered through the career academy program (such as automotive, healthcare, welding, etc.) do not have an eligibility requirement.

☐ **Understand the Time Commitment:** Think about your current high school schedule and activities. College-level academic work is rigorous and requires a substantial time commitment for studies outside of class.

☐ **Understand Course Transferability:** Your concurrent enrollment courses can count towards an NCC degree and are designed to transfer to other colleges. **Always check with the colleges you plan to attend about their specific transfer policies, or ask an NCC transfer advisor for help.** *Remember, a grade of C or higher usually transfers, while a C- or below generally does not.*

☐ **Expect College-Level Standards and Content:** When you take a concurrent enrollment course, you're in an official college class. This means your instructor treats all students the same—whether they're in high school or not—and expects college-level work. Be aware that some courses may include mature content.

☐ **Understand Your College Transcript:** When you take a concurrent enrollment class, you're officially starting your college transcript. That means the grades you earn go on your permanent NCC record and can impact your future college and financial aid opportunities.

☐ **Complete Placement Testing:** If you plan to take a math or writing course, you must complete any required placement tests and meet the qualifying score before you can enroll in the course.

☐ **Complete Registration:** Work with your high school counselor to fill out the Concurrent Enrollment Registration Form. To get registered for courses, your counselor will review and send your form to NCC. Then, NCC staff will finalize your registration. This takes a few days, especially if it's your first course with us, so please be patient while we get you set up to take courses.

☐ **Celebrate This Step Forward:** By enrolling in concurrent enrollment courses, you're taking initiative and investing in your future. Starting college while in high school is a big achievement—be proud of yourself for taking on this exciting opportunity!

## Set Yourself Up For Success

Taking college courses while in high school is a big opportunity – and it also comes with new responsibilities. Here are some key things you'll want to keep in mind to stay on track and succeed:

- **Read Your High School's Handbook:** Your high school will provide additional details about how concurrent enrollment fits into your high school schedule, grading, or graduation requirements. This information is included in your school's student or academic handbook.

- **Follow all NCC policies and procedures:** As a concurrent enrollment student, you are an official NCC student. That means you're expected to follow all college policies and procedures. Take time to review the NCC College Catalog to understand your rights and responsibilities.

- **Technology Access:** Make sure you have reliable internet and the technology you need to complete your assignments. Login to MyPlace, and explore My Courses (Canvas), before your course starts. Late work—even due to tech issues—is often not accepted by instructors, so plan ahead and stay connected.

- **Read and Understand the Course Syllabus Right Away:** Each course's syllabus is essentially the course's blueprint, guiding you through expectations and requirements. It's important you review it immediately. This document outlines your instructor's policies, including those for late submissions and, importantly, the grading scale, which may differ from what you're used to in high school.

- **Take Responsibility for Your Learning:** College instructors expect you to be independent and proactive. Keep track of deadlines, assignments, and expectations without waiting for reminders.

- **Stay Organized:** Use the Canvas calendar along with a planner or digital calendar to keep track of your due dates and exams. Break big assignments into smaller steps and plan ahead.

- **Make Time to study:** College courses often require more work outside of class than high school classes. Set aside regular study time each week—even when nothing is "due."

- **Make Sure to Communicate:** Email your instructor if you're confused, falling behind, or need to miss class (even in an online course). Don't wait—asking for help early shows responsibility.

- **Monitor Your Grades:** Regularly check your progress in Canvas. Some assignments may take time to be graded, so don't panic if you don't see a grade right away—but make it a habit to monitor how you're doing. Follow up on missing or unclear grades by checking with your instructor.

- **Utilize Support Services:** If you're struggling, ask about tutoring, writing help, or other resources. NCC and your high school both offer support—take advantage of it.

- **Understand Drop/Withdrawal Deadlines:** Every course has deadlines for dropping or withdrawing. If you're thinking about making a change to your schedule, talk with your high school counselor first—they can help you make the best decision for your future plans.

# College Readiness: Tools Placement & Access

## Placement Tests

Before enrolling in a college-level Math or Communication course, students must first meet the required placement scores.

If you have taken the ACT and meet the qualifying score, please submit your official ACT results from the ACT website. The report must clearly display your full name, test subjects, test date, and scores earned. No screenshots are allowed.

If you have not taken the ACT, or did not achieve the required score, you may take the EdReady assessment instead. EdReady provides personalized study lessons that you can complete at your own pace. You may continue working through the lessons and re-testing until you reach the required placement score.

Meeting the placement requirement is **mandatory** prior to enrollment in these courses.

**Note:** If you have already taken and passed NCC's Public Speaking course, you have met the placement requirement for English courses.

**ACT & EdReady Placement Score Requirements**

| Catalog Number | Course | ACT Subject Score Required | EdReady Subject Score Required |
|---|---|---|---|
| MAT-104 | Applied Math Topics | 13 | 80 |
| MAT-110 | Math for Liberal Arts | 17 | 80 |
| MAT-156 | Statistics | 17 | 80 |
| MAT-121 | College Algebra | 22 | 80 |
| MAT-210 | Calculus I | 24 | 85 |
| COM-753 | Technical Communications | 14 | 80 |
| ENG-105 | Composition I | 17 | 80 |

Ready to take the EdReady Test? Click here for more information.

## Course Pre-Requisites

In addition to placement requirements, some college courses require that you complete specific pre-requisite courses first. For example, you must complete Composition I before taking Composition II**.**

You can find a full list of course pre-requisites in the NCC College Catalog or online.

## Textbooks and Course Materials

If your course requires a physical textbook, your high school will provide it to you at no cost, as required by Senior Year Plus legislation**.**

If your course uses an online textbook or eBook**,** instructions for accessing it will be available in Canvas—typically under the Announcements or a labeled course tab. Be sure to check your course page carefully at the start of the term.

There is a fee associated with online textbooks**,** your high school pays this fee.

Here are some commonly used online textbook platforms and information on how to use them:

- Cengage and how to add them to your dashboard
- VitalSource
- Pearson MyLab
- McGraw Hill Connect
- Macmillan Achieve
- WileyPlus

If, after using the above tutorials, please reach out to our Canvas Coordinator . Make sure to include this information in your email.

## Access Your Courses

MyPlace is Northwest Iowa Community College's student portal, where you'll access your courses, NCC email, and other important college information. MyCourses (Canvas), where your college course content is located, is available through MyPlace. Please log in to both before your course begins to make sure you have access and that all your courses are listed. If you don't see a course, try clicking on "Upcoming Courses." Note that courses will not be fully accessible until the first day of class.

Canvas uses Multi-factor Authentication. Please click here for instructions on setting this up for your account.

For trouble logging into MyPlace or your Canvas, please contact our Helpdesk. Make sure to include this information in your email.

## Check Your NCC Email

All official NCC communication is sent to an NCC student's email only. Your NCC email can be found on your MyPlace account. 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.

# Understanding Your College Course

## Course Information

A current list of each course description of NCC classes can be viewed in the NCC Catalog.

## Course Syllabus (Your Go-To Guide for the Class)

A course syllabus is a document your college instructor provides that explains what the class will cover, what materials you'll need, how your grade will be calculated, and important policies—like whether late work is accepted or how to contact your instructor. You can find a course's syllabus by clicking on the tab in your course on Canvas.

Make sure to read the syllabus before your course begins to understand what to expect and how to prepare. It's also a great resource to come back to throughout the class if you have questions about assignments, deadlines, or class expectations.

## 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 | |

**Grading Scale**
Students can find the appropriate grading scale for their class in the course syllabus given by the instructor. Please note that this grading system may be different from course to course and will likely be different than grading scales your high school classes may use.

## Academic Integrity

Cheating on tests, quizzes, assignments, or papers is taken seriously. If suspected:

1. You'll be informed and given a chance to explain.
2. If cheating is confirmed, you'll receive a zero on the work.
3. A second offense may lead to removal from the class and failing grade.

**Academic Probation**

To stay in good standing, you must maintain a 2.0 GPA. Falling below this places you on academic probation. You'll be notified and encouraged to meet with an advisor to create a plan for success. Probation ends once your GPA is back at 2.0 or higher.

**Academic Suspension**

If your GPA stays below 2.0 for two consecutive terms, you may be suspended and need to take a semester off before re-enrolling.

**Course Cancellations**

Courses may be canceled due to instructor availability or low enrollment. If this happens, NCC will inform your high school counselor promptly.

## Important Policies & Your Student Status

### Beginning a College Transcript

Grades earned in concurrent enrollment courses will become part of your official NCC college transcript. Poor academic performance in these courses may affect your future financial aid eligibility if you choose to attend NCC after high school.

You may be placed on academic or financial aid suspension if any of the following apply:

- A cumulative GPA below 2.0
- A course completion rate below 67%
- A semester with no passing grades

If you plan to attend NCC after high school and are placed on suspension, your academic record will be reviewed. You can work through the appeal process by contacting your high school counselor or NCC staff.

## Eligibility and Expulsion Policy

### Impact on Extracurricular and Athletic Eligibility

A student's performance in NCC concurrent enrollment classes may impact their ability to participate in sports or other school-sponsored activities.

Students are strongly encouraged to review their high school's student handbook or consult with school administration to understand how NCC coursework may affect their eligibility status.

Students who are currently expelled from their high school are not eligible to participate in concurrent enrollment courses offered through NCC. It is the responsibility of both the student and the high school to promptly notify NCC of any expulsions. Failure to disclose an expulsion may result in removal from the course(s) and/or loss of future concurrent enrollment privilege.

## Family Educational Rights and Privacy Act (FERPA)

Northwest Iowa Community College complies with the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, a federal law that protects the privacy of your education records.

Under FERPA, you have the right to:

- Access your education records
- Request corrections to inaccurate or misleading information
- Request a formal or informal hearing if your correction request is denied
- File a complaint with the U.S. Department of Education if you believe NCC has not followed FERPA regulations

NCC is committed to protecting your privacy and ensuring your rights under this law. This means that NCC is not allowed to release records, unless we have a release of information form on file for a specific individual. Click here for more information on FERPA.

## Course Drops & Repeating Courses

Students must work with their high school counselor to officially add or drop a college class. To do this, the student must complete the online form, by the official drop deadline. The counselor must approve and submit the request before NCC can process it. All students must follow NCC's deadlines for registration, drops, and withdrawals. Each class has specific timelines:

- Online classes: Registration closes 1 day after the start date
- Concurrent enrollment classes at the high school: Registration closes 1 week after the start date
- Drop deadline (no grade or charge): Within the first 2 weeks of the term
- Withdrawal deadline ("W" on transcript, no refund): At two-thirds of the way through the course

These deadlines apply to all NCC college classes, including those taught at the high school by qualified high school instructors.

**Drop Deadlines for Academic Year 2025-2026**

September 2, 2025 - last day for drop and 100% refund for fall on campus courses

January 21, 2026 – last day for drop and 100% refund for spring on campus courses

September 7, 2025 – last day for drop and 100% refund for fall online courses

February 2, 2026 – last day for drop and 100% refund for spring online courses

If you're taking a class with a different schedule (8-week class), adjusted deadlines will apply. If you're receiving financial aid, your refund amount and process may be different. No refunds are given for errors such as being mistakenly left on the class roster after the deadline has passed.

If you drop a class within the refund period:

- It won't appear on your college transcript
- It won't affect your completion rate

**Withdrawal Deadlines for Academic Year 2025-2026**

November 1, 2025 – last day for withdrawal for fall on campus courses

October 30, 2025 – last day for withdrawal for fall online courses

March 25, 2025 – last day for withdrawal for spring on campus courses

March 27, 2025 – last day for withdrawal for spring online courses

If you withdraw from a class your school will not receive a refund – this includes concurrent enrollment classes taken at the high school.

- The class will still appear on your college transcript with a grade of "W" (Withdrawn)
- A "W" does not affect your GPA or academic standing
- However, it does count against your completion rate, which can impact future financial aid eligibility.

## Repeating Courses

If you repeat a class, only your most recent grade and credits will count towards your total credits earned and your overall GPA

# Services for Students With Disabilities

Northwest Iowa Community College is committed to creating an accessible and inclusive environment where all students have the opportunity to succeed. If you have a disability – whether it's related to vision, hearing, mobility, learning, or another area – we're here to support you with accommodations that ensure equal access to your education.

Our Accommodations Coordinator works one-one-one with students to develop personalized support based on individual needs. If you need accommodations while attending NCC, please visit this website, and follow the instructions for completing the Accommodations Application.

**Students need to complete an accommodations application EVERY semester, even if they have already applied.**

**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. Forms and additional information are available through our website at nwicc.edu/academic-support/accommodations-disability/. Any student who believes he/she may have been unlawfully denied accommodations may report a violation to the college pursuant to the Discriminatory Harassment and Accommodations Complaint Procedures policy. The College prohibits retaliation for requesting or using disability accommodations and NCC will impose consequences up to and including termination of employment of any instructor/professor who engages in retaliation.

**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).

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

If you have 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, phone number 712-324-5061, extension 113 or extension 137; or the Director of the Office for Civil Rights, U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 FAX: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

The College's Title IX Coordinator or his/her designee ("Title IX Coordinator") coordinates the College's response to reports of sexual harassment. The Title IX Coordinator does not serve as an advocate for either the complainant or the respondent. The Title IX Coordinator will explain to both parties the informal and formal processes and the provisions of confidentiality. Where appropriate, the Title IX Coordinator will provide to both parties information on options for obtaining advocacy, medical and counseling services, and making criminal reports, and will assist with providing information on other resources. The Title IX Coordinator will coordinate with other campus officials to implement and coordinate appropriate supportive measures such as mutual no-contact orders and academic accommodations. The Title IX Coordinator is trained and knowledgeable about enforcement, compliance, communication, and implementation of the College's anti-harassment and anti-discrimination policy.

# Support & Resources for Success

## Student Support Services

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

### Library

The NCC Library supports all college programs by offering access to a wide range of materials, including books, eBooks, videos, CDs, audiobooks, magazines, and journals – both in print and online. If you need something the library doesn't have, you can request it through interlibrary loan. Current NCC students, staff, and faculty can access online databases from off-campus. For help using the library or finding materials, just ask a library staff member. You can check out items using your NCC photo ID or get a library card during normal library hours.

### Learning Center & Tutoring Services

Located in Building A, the Learning Center offers free academic support to NCC students and community members. You can get free tutoring from staff in person during business hours, or access Brainfuse Online Tutoring anytime – just click the link on the sidebar of any course in Canvas. The Learning Center also offers developmental courses to help students build their skills before starting college-level courses. Other helpful resources include a computer lab, study rooms, and testing accommodations for students who need them. Please click here for more information on the learning center resources.

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

The LLRC is located right on the NCC campus, just west of Sheldon. It's open to students, staff, faculty, and the community. In addition to a full fitness and wellness center, the LLRC hosts trainings, conventions, conferences, and community events like trade and home shows. Concurrent enrollment students can access the LLRC at a reduced membership rate.

# Responsibilities & FAQ

## Parent/Guardian Responsibilities

- Encourage students to take classes seriously – these count toward college.
- Remind them these are college-level courses that require commitment.
- Ensure they follow NCC procedures and meet deadlines.
- Support them in communicating directly with instructors.

## Student Responsibilities

- Talk with your high school counselor before enrolling.
- Confirm with your future college which NCC credits will transfer.

## NCC Responsibilities

- Provide quality instruction and support services.
- Communicate clearly with students and schools.
- Issue transcripts and academic info when needed.

## High School Responsibilities

- Share available NCC course options with students.
- Assist with enrolling and planning.
- Support communication between student and NCC.

## What do concurrently enrolled classes cost?

The school district covers the cost of tuition and fees. Textbooks, tools, and supplies are also provided by the school district under the same policy used for high school courses.

## How do I get my grade for an NCC class?

Instructors submit final grades to NCC, and then the grades are shared with your high school counselor. You can also check your progress in Canvas, but note that grades may not be final until all assignments are graded. Final course grades are available in Self Service through your MyPlace account.

## Will my NCC grade affect my high school or college GPA?

Your NCC grade is part of your college and high school GPA. Each high school has its own policy for calculating GPA, so check with your counselor about how it may impact your high school GPA.

## Do these courses transfer to other colleges?

NCC courses often transfer, especially general education classes. NCC has transfer agreements with many colleges and universities, but not all credits transfer the same way. Talk with your high school counselor or an NCC advisor to confirm transfer options.

## What if I'm unsure of my future plans?

That's okay! NCC offers **over 40 career programs** and transfer pathways. Advisors and recruiters can help you explore your interests and goals.

## Which calendar do these courses follow – NCC or my high school?

- Online and on-campus NCC classes follow the college calendar. If NCC has class, you're expected to attend – even if your high school doesn't.
- Courses taught at the high school follow the high school calendar.

## What is FERPA and how does it affect parents/guardians?

FERPA is a federal law that protects student privacy. NCC cannot share private information, including grades, with parents unless the student signs a waiver. If no waiver is signed, parents must contact the high school counselor for information.

## What if I have a concern about an instructor?

Start by discussing your concern directly with the instructor. If the issue isn't resolved, contact the High School Partnership Specialist.

## How do I continue at NCC after high school?

To continue at NCC click on this link to learn more about next steps.