

CollegeNOW! Handbook



2023-2024



WNCC MISSION, VISION, AND VALUES

Mission Statement

To provide learning opportunities – **enriching** lives, **invigorating** communities, and **changing** futures.

Vision Statement

A leader in community college education with focus on student success, excellence in teaching, innovative and relevant programs and services, and collaborations supporting dynamic partnerships inside and outside the College.

Values

- ♦ Lifelong Learning
- ♦ Student and Community Service
- ♦ Student Success
- ♦ Honesty, Integrity, and Transparency
- ♦ Collaboration and Communication
- ♦ Innovation and Continuous Improvement
- ♦ Respect for All People and Perspectives

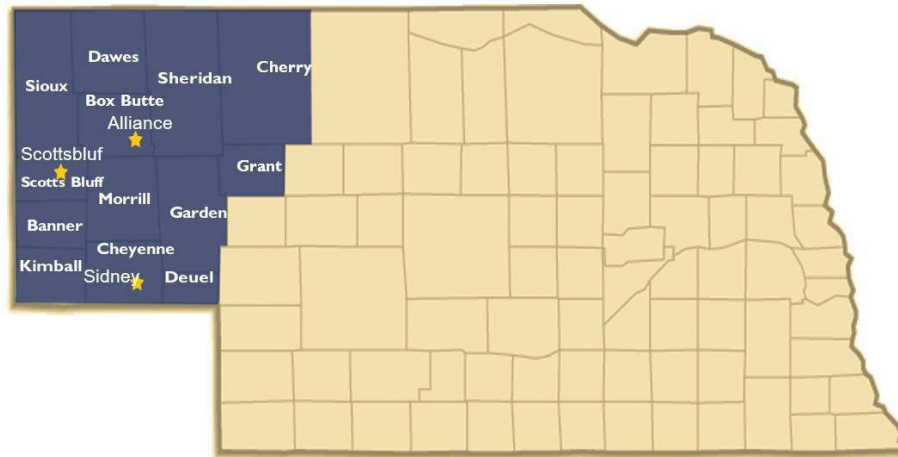
Accreditation

The Higher Learning Commission (HLC) accredits Western Nebraska Community College. Inquiries regarding WNCC accreditation may be directed to the HLC by letter at 230 South LaSalle Street, Suite 7-500, Chicago, IL 60604-1411, or by phone at 312.263.0456.

COLLEGENOW! MISSION AND RESPONSIBILITIES

Western Nebraska Community College is committed to serving the Nebraska Panhandle by providing quality education at an affordable cost. Students at WNCC, whether they be traditional, non-traditional, or CollegeNOW! should expect to be treated with the respect and fairness they deserve. This includes access to information and advising.

WESTERN NEBRASKA COMMUNITY COLLEGE SERVICE AREA



The Western Nebraska Community College Area is one of six Community College Areas designated by the Nebraska Community College System.

In accordance with the Nebraska State Legislature, and implemented by the Nebraska Community College System under Statute 85-1504 regarding Community College Areas, designated, “The Western Community College Area shall consist of the following counties: Sioux, Dawes, Sheridan, Box Butte, Scotts Bluff, Banner, Kimball, Morrill, Cheyenne, Garden, Deuel, and Grant and the voting districts of Merriam, Russell, King, Mother Lake, Cody, Barley, Gillaspie, Lackey, and Calf Creek in Cherry County as such voting districts existed on July 1, 1975.” (85-1504).

The above map highlights WNCC’s service area. Western Nebraska Community College may work in partnership with high schools located in the counties and regions mentioned.

Alliance High School	Banner County High School	Bayard High School	Bridgeport High School	Chadron High School	Cody-Kilgore High School
Crawford High School	Creek Valley High School	Garden County High School	Gering High School	Gordon-Rushville High School	Hay Springs High School
Hemingford High School	Hyannis High School	Kimball High School	Leyton High School	Minatare High School	Mitchell High School
Morrill High School	Potter-Dix High School	Scottsbluff High School	Sidney High School	Sioux County High School	South Platte High School
VAULTS					

WNCC Student Support Contacts

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Tammy DuBray	dubrayt@wncc.edu	308-763-2002	Student Support Specialist - Alliance Campus
Regina Kuhns	kuhnsr3@wncc.edu	308-254-7430	Student Services Coordinator - Sidney Campus
Tammie Kleich	kleicht@wncc.edu	308-635-6072	Testing & Tutoring Services Director
Katie Moser	moserk1@wncc.edu	308-635-6346	Career Pathways Advisor

COLLEGENOW! COMMON LANGUAGE

The following terms are provided to ensure the contents of this handbook are well defined.

ACCUPLACER - ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills in reading, writing, and mathematics. ACCUPLACER delivers immediate and precise results, offering both placement and diagnostic tests, to support intervention and help answer the challenges of accurate placement and remediation [ACCUPLACER / CollegeBoard].

Adjunct Faculty – WNCC faculty members who teach on an as-needed basis (including qualified high school instructors teaching for dual credit) and are not considered full-time instructors for the institution.

Blackboard - Blackboard is a web-based course management system designed to allow students and faculty to participate in classes delivered online (or to share online materials and activities to complement face-to-face teaching). Blackboard enables instructors to provide students with course materials, discussion boards, virtual chat, online quizzes, online lectures, grades, and more.

College Credit – Credit awarded through successfully completing a college course.

Distance Learning – For WNCC, it is the closed-circuit broadcast of a course taught at one high school location to another high school location.

Dual-credit Course – A course in which both high school and college credit may be awarded when successfully completed.

General Education – Comprehensive education in communications, mathematics, science, social sciences, the humanities, and personal development.

Nebraska Transfer Initiative – The Nebraska school specific agreement between four-year and two-year institutions regarding the transfer of college credit. Specifically for courses completed in general education.

Prerequisite – Prior completion of lower-level college courses and/or appropriate placement testing required for specific college courses.

Syllabus – A contract provided by the instructor establishing the objectives and requirements for a college course and the policies regarding student behavior.

Transitional Advising – Intentional advising offered to high school students interested in taking courses from WNCC.

WNCC Portal – The website accessible after a student is registered. It is the primary means of communication for WNCC staff, faculty, students, and adjunct faculty.

DEGREE OFFERINGS

WNCC offers two-year programs of study leading to one of five associate degrees:

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Fine Arts (AFA)
- Associate of Applied Science (AAS)
- One-year certificate, two-year certificate, and diploma options are available in selected fields

CollegeNOW! students are not eligible to enroll in Aviation Maintenance courses (Sidney Campus), Nursing Programs (All Campuses), or Powerline Construction & Maintenance Technology course (Alliance Campus).

More information about degree programs is available at:

<https://www.wncc.edu/academics/programs-of-study/index>

DUAL CREDIT COURSE MODALITIES

WNCC's CollegeNOW! Program consists of two attendance options for students: *Campus Select* and *High School Select*. These options are outlined below:

Campus Select

The *Campus Select* option consists of the following:

- High school students within the general WNCC student population
- Students take an online course from WNCC
- Students take a distance learning course taught by WNCC faculty
- Students receive college and high school credit

High School Select

The *High School Select* option is a cooperative course offering facilitated by WNCC and a participating high school consisting of the following:

- Students take courses at their high school
- Students receive college credit and/or high school credit
- Students are taught by instructors who have met the qualifications to teach classes as WNCC adjunct faculty
- Students are taught by qualified adjunct high school instructors

By providing early access to higher education, CollegeNOW! programming may reduce the need for remediation, improve high school completion rates, improve matriculation rates to four-year colleges and universities, and reduce the costs of higher education for students.

THE COLLEGENOW! STUDENT

High school students are eligible to take dual-credit classes if they meet the following criteria:

- They live in the WNCC service area.
- They are classified as a high school junior or senior, or have permission from the Western Nebraska Community College Dean of Student Services. A student younger than a junior must write a brief request describing his or her ability to successfully complete a college level course. The letter must be signed by the student, a parent/guardian, high school counselor and/or faculty member. An interview with the CollegeNOW! Director may be required.
- The student must be registered for class prior to the first day of classes if the course is a Campus Select course. High School Select course registration deadlines are determined by the CollegeNOW! Director or other WNCC personnel. Students must complete the CollegeNOW! Form and work with the CollegeNOW! department to get their courses approved in their Student Planner via their WNCC portal.
- Students must have documented permission from parent/guardian and designated school official.
- Students must meet the course requirements and/or prior course work required before enrolling in a particular course. This may include prerequisites and appropriate assessment scores.

It is important that students work closely with their high school counselor to establish an educational plan that works for the student. While students are able to take courses according to their preference, it is important to keep in mind that taking courses not related to a plan may impede timely completion of their education.

Benefits of Dual Credit Enrollment

- Students can accumulate credits prior to entering college.
- Students save money as tuition and fees are more than half price for high school students. In some cases, the high school pays for tuition, fees, and books for the students.

- Students can avoid duplication of courses taken in high school and college.
- Students can experience a seamless transition from high school to college.
- Students attend college while they still have the support of family and high school personnel.
- Students may acquire career-based certifications depending on their choice of program.
- Students can complete general education courses required at other colleges. **See Nebraska Transfer Initiative in the Appendix.**
- Whether taking *Campus Select* and/or *High School Select* options, students can access WNCC campus services.

High school students enrolled in WNCC classes are encouraged to obtain a college Identification Card to access these services. These can be obtained at the Student Life and Engagement on the Scottsbluff campus, or in the main office of either the Alliance or Sidney campuses.

Risks of Dual Credit Enrollment

There are some risks in taking dual-credit courses. These risks include:

- Grades are permanently recorded on their high school and college transcript. If students receive a low grade this may impact their future college standing.
- Some colleges and universities will not accept dual-credit courses for transfer credit. A student should check with future colleges about course transferability.
- Unsuccessful completion of dual-credit courses may negatively affect future financial aid eligibility.
- Sometimes students are unprepared for the rigor of a college class. Even high performing students may earn lower grades in their college courses than they usually earn in their high school courses.
- Some college courses may include mature content.
- High School students in a *Campus Select* course may be involved in group work with older students.

ADDING, DROPPING, AND WITHDRAWING FROM CLASS

Students are responsible for adhering to the add/drop/withdrawal deadlines when taking a WNCC High School Select or a Campus Select Course.

Adding a Class

After initial registration, a student may add a class or classes prior to the second meeting of the class, regardless of the length of the term. After a class has met for the second time, a student may add and be admitted to the class only with instructor approval. No classes may be added after the date of census for the terms as published in the *College Catalog*. All requests to add a class must be directed to the CollegeNOW! department.

Dropping a Class

A student may drop a course with no penalty (the course will not appear on a student's transcript) during the first 10 days of scheduled classes in the regular term in the fall and spring semesters, the first five (5) days of an eight-week session, or dates pro-rated to any academic term of a different duration. Classes that are dropped shall be removed from the student's initial registration and no record of any kind shall be retained. Tuition and fees for "dropped" courses are refunded at 100%. Drop forms must be submitted to the CollegeNOW! department.

Withdrawing from a Class

A student enrolled in more than one full semester course may withdraw from all but one course with a grade of "W" between the end of the drop period and before 60% if the term has expired. The Registrar will establish the last date for withdrawing from a class to be published in the academic calendar each year.

Students withdrawing from a class must submit the Drop/Add/Withdrawal form to the CollegeNOW! Department with the instructor's signature in order to record the last date of attendance. A student may or may not receive a refund for the course dependent upon the amount of time expired.

Students who cease to attend a course and fail to withdraw officially from it, regardless of reason, remain registered for the course and will receive a grade for the course.

Drop for Non-Attendance

Non-attendance submissions are due to the Office of the Registrar by the designated deadline each semester. Students who are removed for non-attendance will not be charged tuition and fees for the course, and the course will not appear on the student's transcript.

Faculty may not initiate to drop or withdraw a student from a course outside of the drop for non-attendance process. If a student is dropped for non-attendance, they will not be allowed back into the class. The only exception is if an administrative error has occurred on the part of the college.

PLACEMENT TESTING FOR STUDENT ELIGIBILITY

Many college courses offered have prerequisite skills that must be met before students can register. Prerequisite placement is most commonly earned through ACT/SAT scores or previously completed coursework. Students are assessed in English, math, and reading. If prerequisite scores from the ACT/SAT tests do not meet the required criteria, students may take the ACCUPLACER. They can also take the ACCUPLACER on any of the three WNCN campuses by appointment.

High schools wishing to test a group of students may contact the CollegeNOW! office for scheduling test dates.

Please note: students must meet the testing prerequisites prior to the registration deadlines.

Before students take ACCUPLACER tests, they are encouraged to take the practice test. The practice test is online at the following address: <https://practice.accuplacer.org/login>

EXPECTATIONS AND REQUIREMENTS

Whether students enroll in *Campus Select* or *High School Select* courses, they are required to adhere to the academic standards of college-level classes. Students may be exposed to mature content or subject

matter indiscriminate of age or class standing. **Exceptions to course content will not be made.** Students should expect to participate in college-level discussions appropriate for adult learners.

- Students in *High School Select* courses have the same syllabus and textbook (unless another is approved by a WNCC official).
- The *High School Select* instructor submits mid-term grades and final grades based on student performance in the class. Grading is based on a 4.0 grading scale. **Final grades must be submitted in accordance with WNCC procedures.** (See WNCC's *College Catalog* for more information). Instructors teaching a full-year class are not required to submit mid-term grades.
- Students are required to work with a high school and/or WNCC college advisor to develop a postsecondary education plan.
- Students are expected to follow WNCC's Academic Integrity policy as printed in the syllabus for each class and the *WNCC Student Handbook*.
- Students are expected to follow the **Student Conduct Policy** printed in the *WNCC Student Handbook*.
- Course Catalogs can be found under the **Academics** tab on the WNCC website homepage.
- Students taking a *Campus Select* course are expected to obtain the necessary materials and/or textbooks prior to the start of the semester.

Academic Integrity

Academic integrity forms a fundamental bond of trust between colleagues, peers, instructors, and students, and it underlies all genuine learning. At WNCC, there is no tolerance for plagiarism or academic dishonesty in any form, including unacknowledged "borrowing" of proprietary materials, copying answers or papers, using crib sheets or unauthorized help during exams, altering tests, or passing someone else's work as one's own. A student can be accused on an academic integrity policy violation by an instructor, staff member or another student(s).

A breach of ethics or act of dishonesty can result in:

- Failure of graded material, including, but not limited to, an assignment, paper, project, quiz, or an exam within a course
- Failure of an entire course
- Suspension or expulsion from the college

Any form of academic dishonesty represents a grave breach of personal integrity and of the rules governing WNCC's community of learners. Acts of academic dishonesty include, but are not limited to:

- **Cheating:** Misrepresenting one's own knowledge or abilities through the use of unauthorized materials, devices, or assistance from others (or assisting others in their attempts to cheat).
- **Collusion:** Two or more persons coordinating their efforts to misrepresent one's individual efforts towards a course or assignment.

- **Fabrication:** Deliberately inventing or falsifying information or making false statements to avoid submitting an assignment or exam by the scheduled due date.
- **Plagiarism:** Using someone's words, ideas, or data without providing appropriate acknowledgement.

Student Rights

1. Review the written evidence in support of the allegations.
2. Ask any questions.
3. Offer an explanation as to what occurred.
4. Present any material that would cast doubt on the accuracy of the allegation.
5. Receive a determination of the validity of the allegation without reference to any past record of misconduct.

Student Responsibilities

1. Provide truthful information regarding the allegation.
2. If appropriate, admit the violation and accept the decision of the instructor and corresponding sanctions.
3. Deny the allegation or, if appropriate, deny the allegation and file an appeal.

Textbooks and Materials

Students may purchase their books and materials from the Cougar Bookstore, in person, or online at <https://www.bookstore.wncc.edu/>. If students choose to purchase their textbooks and materials from other sources, they are responsible for ensuring they purchase the correct materials needed.

Credit Hours and Out-Of-Class Preparation

At WNCC, a semester **credit hour** normally is granted for the satisfactory completion of one 50-minute session (contact hour) of classroom instruction per week for a semester of not less than 15 weeks; two to three contact hours are required for laboratories to award a single credit hour.

On average, one credit hour requires three hours of effort on the part of the student per week – **one hour of class and two hours of out-of-class time to accomplish readings and out-of-class assignments in preparation for successful completion of the course requirements.** Some students may require more preparation time for some classes and for some classes, less time.

For a three-hour class, a student should plan on a minimum of three hours a week in class and a minimum of six hours a week spent on out-of-class preparation.

WNCC Portal

Each student taking a CollegeNOW! course is required to log into the **WNCC portal**. To log in, go to www.wncc.edu, click on MyWNCC in the upper right-hand corner of the page. If students are taking a

Campus Select course, it is important to get logged into the **Portal** as quickly as possible. **Classroom materials are accessed through Blackboard.**

Students can view their schedule, instructor name, grades, and request transcripts on the **Portal**. If students have trouble accessing the portal, they can contact the **eHelp Center** for further guidance at **(308) 635-6071** or at **ehelp@wncc.edu**. Help is also available through text message at **(308) 225-5015 (See Appendix for Have You Activated Your WNCC Account guide)**.

Grading Policy

To ensure a seamless transition from high school to college and/or transfer to four-year colleges and universities, WNCC adheres to the 4.0 grading scale. In addition, the following requirements are expected

- Grades are awarded in accordance with WNCC policies stated in the *College Catalog* and *Student Handbook*.
- Grades awarded by WNCC faculty and adjunct faculty should be honored by high school administration.

Grade	Description	Effect on GPA
A+		4.00
A	Higher Achievement	4.00
A-		3.67
B+		3.33
B	Above average achievement	3.00
B-		2.67
C+		2.33
C	Average achievement	2.00
C-		1.67
D+		1.33
D	Below average, but passing	1.00
D-		0.67
F	Failure to meet minimum	0.00
P	Passing, credit granted	No effect
NP	Not passing, no credit granted	No effect
CR	Non-traditional credit	No effect
I	Incomplete	0.00
W	Official withdrawal, not failing	No effect
A	Audit	No effect

Grade Appeals

Students may appeal the **final grade** in a course in accordance with the stipulations outlined below. **The student must initiate such an appeal no later than three (3) weeks after the day final grades are posted.**

A student who questions their final course grade must adhere to the following steps in the order presented:

Step 1: Discuss the matter with their instructor. Clerical errors are usually handled in this manner, with the instructor signing the correction of official records. If the student believes the problem is not resolved, the student may then go to Step 2.

Step 2: Visit with the appropriate division chair to discuss the issue. If the concern remains unresolved, the student may continue to Step 3.

Step 3: Elect to file a written grade appeal to the Dean of Instruction for referral to the Peer Review Committee.

A formal grade appeal may not be filed until Steps 1 and 2 above have been completed.

A formal grade appeal may be filed if:

- There is a dispute over the numerical calculation of the grade, or
- The grade assigned appears arbitrary and not indicative of the student's performance.

Students who question an instructor's personal treatment of the student may discuss the matter with the Chief Student Services Officer as described in the *Student Handbook*.

Student Communications

If students have concerns or issues as they are working through their courses, it is imperative for them to advocate and communicate early with their instructor, school counselor, CollegeNOW! staff, or in some cases, the Office of the Dean of Students.

The instructor should always be the student's first communication if the student is having trouble understanding assignment/task expectations, how to post assignments through Blackboard, or prearranged absences due to school related activities.

High school counselors can help if students are having difficulty with time management, concerns about grades and balancing course loads, or concerns with adding or dropping college courses.

The Office of the Dean of Students is available for support and assisting with processing issues in relation to grade appeals, student complaints, and student/instructor relations.

Email is the most common communication method at WNCC. Students should monitor their WNCC email account often and carefully to ensure that no critical alerts, announcements, reminders, or opportunities are missed.

Absence from Class Policy

Attendance and participation are necessary and required components to successfully completing a course. Successful students attend class regularly, come to each class prepared, and engage in class activities. A student's success in a course is measured by the acquisition and mastery of information that can only be obtained through classroom lectures, labs, discussions, and other activities.

Persistent tardiness or absences from class will have an impact on a student's ability to be successful. It is an expectation that if a student will be absent from class the student will communicate directly to the instructor(s) and work with them to make up the absence if possible. Each course offered at WNCC has an established attendance policy that can be found in the course syllabus each semester. Students who stop attending class should not assume they have been administratively withdrawn and should follow the institution's formal withdrawal process for courses or from the college.

Absence for Emergencies

If a student must miss class due to an unforeseen circumstance (accident, bereavement, serious illness, etc.), the student should contact their instructor or instructors prior to the absence to discuss or arrange to make up missing work. Instructors may ask for documentation that validates the absence; instructors are expected to make reasonable arrangements for the completion of missing work. If an emergency forces a student to be absent from class for an extended period of time, students should contact the Office of Student Life at **308.635.6050** for assistance.

Absence for Religious Observation

A student may request an excused absence from class for participation in religious observances. In all such instances, it is the student's responsibility to request, preferably in writing, that the instructor excuse the absence and to discuss how the absence will affect the student's ability to meet the course requirements. A student should make any such requests by the end of the second week of classes.

Disabilities and Accommodations

If a student believes it may not be possible to abide by the absence policy because of issues related to a disability, the student must contact the Counseling Director (Disability Services Officer) before the academic semester begins or as soon as the need arises to discuss the matter of a possible accommodation. Determination of eligibility for a disability-related class absence is made on a case-by-case basis.

BILLING

Students are responsible for payment of tuition upon receipt of their bill from the WNCC. Students may access their student account information 24 hours a day, seven days a week by logging into the MYWNCC portal under self-service.

The Business Office offers payment plan options to help students pay for their educational costs. Please see wncc.edu/admissions-aid/tuition-fees/index for more information about the cost of attendance. It is expected that students who take advantage of a payment plan will follow up on all payment arrangements and ensure that the funds are applied to the costs of education. Students are eligible to enroll in a payment plan through the WNCC's Nelnet program at <https://mycollegepaymentplan.com/wncc/>.

Some high schools cover the cost of tuition and/or textbooks. **Please Note: It is up to students to learn what financial responsibilities they will have as CollegeNOW! students.**

Tuition and Fees Per Credit Hour

Resident Status	Tuition	Fees
Nebraska Resident	\$106.50	\$17.50
CollegeNOW! Student*	\$43.25	\$2.75

*This tuition and fee discount is only available for current high school students in WNCC's Nebraska service area, which includes Banner County, Box Butte County, the western half of Cherry County, Cheyenne County, Dawes County, Deuel County, Garden County, Grant County, Kimball County, Morrill County, Scotts Bluff County, Sheridan County, and Sioux County. Homeschooled students who live within WNCC's service area and who are completing high-school requirements also receive the tuition discount. Additional course fees may apply for specific classes.

Tuition Refund Policy

Tuition refunds are based on the percent of course time that has elapsed. After the No Penalty Drop/Add Period ends, course fees are not subject to refund. **To be eligible for a refund, students must complete and submit a signed copy of the WNCC Drop/Add Form.**

Refund	Time Elapsed (% of semester)	16-Week Course	10-Week Course	8-week Course	5-week Course	Less than 5-week Course
100%	0 - 12.5%	Day 10	Day 7	Day 5	Day 3	Pro-rated
50%	12.6% - 18.75%	Day 15	Day 10	Day 7	Day 5	Pro-rated
25%	18.76% - 25%	Day 20	Day 12	Day 10	Day 6	Pro-rated
0%	> 25%	Day 21	Day 13	Day 11	Day 7	Pro-rated

Access College Early (ACE) Scholarship Program

Authorized by the Nebraska Legislature in 2007, the Access College Early (ACE) Scholarship Program pays for tuition and mandatory fees for qualified, low-income high school students to enroll in college courses from Nebraska colleges or universities, either through dual-enrollment or early enrollment agreements with these institutions. High school students may apply for funding under this program by completing the ACE Student Application, which is reviewed by the Coordinating Commission for award consideration.

To qualify for the scholarship, the student or student's family must be approved to participate in one of the federal need-based government programs listed below:

- Free or Reduced-Price Lunch Program
- Supplemental Security Income
- Temporary Assistance to Needy Families (TANF)
- Supplemental Nutrition Assistance Program (SNAP)
- Special Supplemental Assistance Program (WIC)

The student must provide documentation verifying approval to participate in the program or of the hardship.

Students that do not have legal status in the United States, including those that have been granted DACA status, are not eligible to apply for the ACE Scholarship based on state law.

Please note the following application and deadline dates for the ACE Scholarship:

For Summer classes that have a start date of July 1 or later—application can be submitted starting April 1 (July 15 for Career Program of Study); deadline September 15.

For Fall term classes—application can be submitted starting August 1 (October 15 for Career Program of Study); deadline December 15

For Winter term classes—application can be submitted November 1 (January 15 for Career Program of Study); deadline March 31

For Spring term classes—application can be submitted November 15 (March 15 for Career Program of Study); deadline May 15

For Summer term classes that have a start date prior to July 1—application can be submitted April 1 (May 15 for Career Program of Study); deadline June 15

The Coordinating Commission reserves the right to limit the number of scholarships a student can receive based on available funding.

For any questions regarding the ACE Scholarship program, please contact Ritchie Morrow via email at Ritchie.Morrow@nebraska.gov or at 402-471-0032.

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

It is the policy of WNCC to comply with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended by the Higher Education Amendments of 1998 (34 CFR Part 99). FERPA affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.)

The law provides three fundamental rights to students who attend post-secondary institutions:

- Right to inspect and review education records.
- Right to request amendment of education records.
- Right to limit disclosure of “personally identifiable information” contained in education records.

Authorization for Release of Information

Students who wish to provide confidential information (such as grades, academic progress reports, financial aid information, etc.) to specified individuals may make this authorization online through their WNCC portal. Alternatively, students may complete a form in the Registrar’s Office or through the main office in Alliance or Sidney to make this authorization.

Questions related to FERPA may contact the Office of the Registrar at **308.635.6012**.

ACCOMMODATIONS

GUIDANCE FOR PUBLIC SCHOOL STUDENTS AND THEIR “HIGH SCHOOL DESIGNATED INDIVIDUAL” (HSDI) IN SEEKING ACCOMMODATIONS IN THEIR WNCC CLASSES

If you are working with or are a high school student who has an IEP and would like to receive accommodations in a WNCC class taught by a WNCC faculty member, please see the accompanying flow chart below to better understand the process necessary to get accommodations put in place. Once qualification for accommodations has been determined by WNCC’s Disability Services Officer, Norm Stephenson (308) 635-6090, the responsibility for implementation of accommodations in the classroom rests with the student. Students must communicate with each one of his/her WNCC faculty members to discuss the accommodations. This process repeats prior to each semester and is designed to make a transition to college-level classes more manageable (See Appendix). Accommodations may not be the same as the high school. This will be determined by the Disability Services Officer.

Disability Services Officer: Norman J. Stephenson, M.S., LADC, LMHP, CPC, LIMHP
stephens@wncc.edu

P: 308.635.6090

F: 308.635.6023

The Disabilities Services Request for Accommodation, Auxiliary Aids, and/or Service form can be found at: <https://www.wncc.edu/student-life/student-life-pdfs/2022-request-for-accommodations.pdf>

ACADEMIC CALENDAR, 2023-24

August

- 21 – Fall 2023 classes begin
- 25 – Last day to drop class w/o penalty 1st 8-week session

September

- 1 – Last day to drop classes w/o penalty full-term classes
- 4 – Labor Day – College Closed
- 20 – Last day to withdraw from classes 1st 8-week session

October

- 9 & 10 – Fall Break – No Classes
- 12 - Last day of classes 1st 8-week session
- 13 – Finals 1st 8-week session
- 13 – Midterms for Fall 2023
- 16 – 2nd 8-week session begins
- 17 – Grades due @ Midnight 1st 8-week session
- 20 – Last day to drop class w/o penalty 2nd 8-week session
- 25 – Last day to withdraw from full term classes
- 30 – Registration begins for Spring & Summer 2023

November

- 15 – Last day to withdraw 2nd 8-week sessions
- 22 – 24 – Thanksgiving Holiday – No Classes – College Closes at noon on Wednesday

December

- 8 – Last day of classes
- 11 – 15 – Finals
- 19 – Grades Due @ Midnight
- 25 – 29 – Winter Break – College Closed

January

- 1 – Winter Break – College Closed
- 15 – Spring 2024 Classes Begin
- 19 – Last day to drop class w/o penalty 1st 8-week session
- 26 - Last day to drop classes w/o penalty full-term classes

February

- 14 – Last day to withdraw – 1st 8-week session

March

- 5 – Last day of classes for 1st 8-week session
- 6 – Finals for 1st 8-week session classes
- 7 – Midterm for Spring 2024
- 8 – Grades due @ Midnight 1st 8-week session
- 11 – 15 – Spring Break – No Class
- 18 – 2nd 8-week sessions begin
- 22 – Last day to drop w/o penalty – 2nd 8-week session

- 27 – Last day to withdraw – full term classes
- 29 – Spring Holiday – College Closed

April

- 1 – Registration begins for Fall 2024
- 18 – District Music – No Classes
- 19 – Last day to withdraw – 2nd 8-week session

May

- 3 – Last day of classes
- 6 – 10 – Finals
- 11 – Graduation
- 14 – Grades due @ Midnight
- 27 – Memorial Day – College Closed
- 28 – Summer 10, 8, and 5-week sessions begin
- 30 – Last day to drop class w/o penalty 1st 5-week session

June

- 3 – Last day to drop class w/o penalty – 8-week session
- 5 – Last day to drop class w/o penalty – 10-week session
- 14 – Last day to withdraw – 1st 5-week session
- 26 – Last day to withdraw – 8-week session
- 28 – Classes end – 1st 5-week session

July

- 1 – 2nd 5-week session begins
- 2 – Grades due @ Midnight 1st 5-week session
- 3 – Last day to drop class w/o penalty 2nd 5-week session
- 4 – 5 – Independence Day Holiday – College Closed
- 9 – Last day to withdraw – 10-week classes
- 19 – Classes End – 8-week session
- 22 – Last day to withdraw – 2nd 5-week session
- 23 – Grades due at midnight 8-week session

Calendar dates are subject to change. The full academic calendar can be found at:
<https://wncc.edu/academics/academic-calendar>

CAMPUS RESOURCES

Academic Testing & Tutoring Center

The Academic Testing & Tutoring Center is located in the Main Campus Building on the Scottsbluff Campus. The center's hours are 8 a.m. – 8 p.m., Monday through Thursday and 8 a.m. – 4 p.m. Friday. Appointments are strongly encouraged.

The center provides a wide range of placement testing, including Accuplacer and CLEP, entrance exams for the WNCC nursing program, certification testing, as well as national testing for ACT, SAT, the Test of Adult Basic Education, and WorkKeys. Staff also proctor exams for other institutions, including Chadron State College and UNL. In addition, the Professional Testing Center located in the Harms Building administers a variety of professional certification exams.

Tutoring

The Tutoring Center offers WNCC students one-on-one or small group tutoring services, which encourages their potential as independent learners. For additional information contact the Academic Testing & Tutoring Coordinator **308.635.6072**.

Math Center

The Math Center is available for students who need assistance in mathematics. Students may receive help from tutors or use computer programs to provide help in specific areas. The center is geared particularly to students in lower-level courses, but help is available for all classes, including calculus. The Math Center is open for assistance during the daytime and evening and is located in the main building on the Scottsbluff Campus.

Writing Lab

The Writing Center provides help for students in all phases of writing whether for an English class or in preparation of a paper for another course. Students taking Developmental Writing and Basic Writing are required to spend time each week in the center. Other students are welcome to seek assistance as needed. The Writing Center is open for both daytime and evening assistance during the fall and spring semesters and for daytime assistance during the summer semester. The Writing Center is located in the main building in Scottsbluff and in the library in Sidney.

Buddy's Books and Bistro

Buddy's Books and Bistro is operated by WNCC on the Scottsbluff campus and is your source for textbooks and general merchandise, such as art supplies, school supplies, novelties, greeting cards, and college apparel, which is also available online.

New and used books are sold at the beginning of each semester and can be delivered to the Alliance and Scottsbluff campuses.

Books may also be purchased online at wncc.edu/student-life/bookstore. If the text is to be used again, books are purchased at the end of each semester for resale.

Counseling Services

Wellness is a lifestyle that maximizes human potential. It involves striving for growth—socially, physically, emotionally, intellectually, spiritually, and in a career—and having a positive state of mind. WNCC Counseling Services strives to help students achieve their highest potential. The college's licensed counselor provides short-term counseling services to all students upon request and at no additional charge.

Personal counseling is available at all three locations by appointment to discuss concerns about school, relationships, parents, gender issues, substance use and abuse, divorce, or other personal issues. Experienced, professional staff assist in a variety of personal development areas, including stress management, acquaintance rape education, wellness education, and improved self-image.

To schedule an appointment, call **308.635.6050**. If you or someone you know is in need of support, please reach out for assistance.

Career Pathways & Advising Center

The Career Pathway and Advising Center empowers students to make decisions, develop a plan, and achieve academic and career goals as part of a life-long process. Services students can access through Career Pathways & Advising Center include:

- Academic navigation and career exploration.
- Career screening assessment and interpretation of results.
- Career development services, for students and alumni.
- Job application, resume, cover letter, and interview assistance.
- Occupational salary, outlook, availability, and training information.
- Connections with employers, internships and job shadowing opportunities.

Academic Advising

Academic advisors assist students in identifying appropriate programs of study. They will also help students draft an academic plan outlining the courses needing to be completed in order to meet the requirements for graduation. This academic plan can be modified each semester based upon course offerings and student progress. Professional advisors are located in the Career Pathways & Advising Center.

Faculty advisors also assist students in their efforts to achieve satisfactory academic progress and connect with other support resources on and off campus. The faculty advisor's approval is required for all courses a student wants to take each semester. This approval is requested and granted through the Student Planning tool in the WNCC Portal.

Students are invited to contact the Career Pathways & Advising at **308.635.6000** for any questions related to academic advising, career planning, and strategies for student success.

Library Resource Center

The WNCC library is located in the main building on the Scottsbluff campus with a branch location at the Sidney site. The Alliance Public Library welcomes students and patrons. To reserve materials, inquire at the WNCC Alliance front desk. For assistance email library@wncc.edu.

eHelp

eHelp assists students, staff, and faculty with access and basic technical problems using the WNCC portal, WNCC e-mail, and Blackboard. eHelp assistance is available by phone, chat, text, or through an ever-expanding online knowledge base on the eHelp website.

Please contact eHelp by phone at **308.635.6071**, by email at ehelp@wncc.edu, or by text at **308.225.5015**.

TRIO Programs

TRIO programs are federally funded under Title IV of the Higher Education Act of 1965. These programs offer educational opportunities that help students overcome class, social, and cultural barriers to postsecondary education. The programs are designed to assist qualified college students, high school students, and military veterans.

TRIO Student Support Services

(Y.E.S. – Your Educational Success) helps qualified college students persist toward completion of a certificate, diploma, or associates degree, and encourages transfer and four-year college graduation.

Eligibility Requirements:

- Income eligibility and/or first generation (neither parent has a four-year degree)
- Citizenship or legal residence in the United States
- Need for academic support
- Disability as defined by Section 504 of the ADA

TRANSCRIPT REQUESTS

Unofficial Transcript

To request a copy of an unofficial transcript the request must be in writing and include the student's full name, last four of their Social Security Number, date of birth, and signature. The written document can then be scanned or photographed and emailed to registrar@wncc.edu.

Official Transcript

Official transcripts are sent electronically via Parchment, which is simple to set up, easy to use, and available at any time. To get started, **students must register for an account!** They will then be able to request a transcript be sent to colleges, graduate schools, employers, or to themselves

Please contact the Office of the Registrar at 308.635.6013 or email registrar@wncc.edu with questions.

NEBRASKA TRANSFER INITIATIVE

The Nebraska Transfer Initiative is a cooperative effort by Nebraska's public and private higher education institutions to facilitate the transfer of students who have earned an Associate of Arts degree into baccalaureate-level programs. The core of this initiative is a common general education cluster of courses. The remainder of credit hours required for the Associate of Arts degree should be selected by the student in consultation with a transfer advisor and the institution to which they are transferring.

This initiative provides a smooth transition with a minimum loss of time and credit when it is accepted by the baccalaureate-granting institution in Nebraska.

Effectively, through this initiative, associate and baccalaureate-granting institutions are equal partners in providing the first two years of a baccalaureate degree.

Essentially, any student who has successfully completed the courses identified in the articulated Associate of Arts general education core curriculum with an equivalent of a "C" (2.0 on a 4.0 scale) or higher and is admitted in transfer to a participating institution will be:

1. Granted standing comparable to current students who have completed the same number of equivalent credit courses toward an associate/baccalaureate-level degree;
2. Able to progress toward an associate/baccalaureate degree completion at a rate comparable to that of students who entered the associate/baccalaureate institution as first-time freshmen.

Participating institutions in this initiative include:

- Central Community College
- Little Priest Tribal College
- Metropolitan Community College
- Mid Plains Community College
- Nebraska Indian Community College
- Northeast Community College
- Southeast Community College
- Western Nebraska Community College
- Chadron State College
- Peru State College
- Wayne State College
- Nebraska College of Technical Agriculture
- University of Nebraska at Kearney
- University of Nebraska – Lincoln
- University of Nebraska Medical Center
- University of Nebraska Omaha
- Bellevue University
- College of Saint Mary
- Doane University
- Nebraska Wesleyan University
- Union College

More information can be found at: <https://transfer.nebraska.edu/about>

STUDENT RIGHTS AND RESPONSIBILITIES

Campus Security Act

In compliance with federal regulations, WNCC annually compiles reports that indicate the institution's current security program and crime statistics.

The Campus Security Act of 1994 (34 CFR Part 668) requires the college to report campus crime statistics for the following categories: murder/non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, and negligent manslaughter.

The campus crime statistics reports are available from Student Services or online at wncc.edu/about-wncc/consumer-information or through the Office of Postsecondary Education at ope.ed.gov/campussafety.

Clery Act

The Jeanne Clery Disclosure of Campus Security and Campus Crime Statistics Act and the Higher Education Opportunity Act (HEOA) require institutions of higher education to publish an annual report by October 1 of each year containing three years of campus crime statistics.

The campus crime statistics reports are available from the Office of Student Life or Student Services or online at **Campus Safety (wncc.edu)** or through the Office of Postsecondary Education at ope.ed.gov/campussafety/#/.

Consumer Information and Federal Student Right to Know Act

The Higher Education Act of 1965, as amended by the Higher Education Opportunity Act of 2008, requires all accredited colleges and universities to disclose such information to current and prospective students, employees, and members of the public. This includes specific information about student financial aid, campus security, student outcomes, and student rights and responsibilities.

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. The graduation completion rate information and reports are available online at wncc.edu/about-wncc/consumer-information.

Equal Access Policy

WNCC seeks to make all programs, services, including electronic, accessible to people with disabilities. In this spirit, and in accordance with the provisions of Sections 504 and 508 of the Rehabilitation Act and the Americans with Disabilities Act (ADA), WNCC provides students, faculty, staff, and visitors with reasonable accommodations to ensure equal access to the programs and activities of the college. For assistance or further information, students with disabilities should contact the Counseling Director at **308.635.6090**. Additional information is available in the *Transition Guide for Students with Disabilities* on the WNCC web site at wncc.edu/student-life/student-services/disability-services.

Non-Discrimination Statement

WNCC does not discriminate on the basis of race, color, religion, national origin, sex or gender, age, disability, marital status, military veteran status, sexual orientation, gender expression/identity, or political affiliation, in its policies, practices, and activities related to employment, admissions, educational services/programming, student services/activities, or financial aid as expressly prescribed by institutional policy, state, and federal laws, regulations and executive orders.

No college student, employee, volunteer, or visitor shall engage in discrimination, harassment, or retaliation toward a college student, employee, volunteer, or visitor. Persons violating this policy will face strict discipline up to and including suspension, expulsion, termination, or be subject to legal proceedings.

Any person believing that he or she has been subject to prohibited harassment, discrimination, or retaliation as set forth in this policy has the right to and should file a complaint utilizing the applicable President's Procedure. Copies of WNCC Presidential Procedures can be obtained from the Student Services Office or can be found at www.wncc.edu/about-wncc/leadership/board-of-governors/policies

Inquiries concerning the application of these policies, laws, and/or regulations to the college may be directed to the college's compliance officer for the Civil Rights Act(s), Title IX of the Education Amendments of 1972, Americans with Disabilities Act(s), and Section 504 of the Rehabilitation Act of 1973:

Kathy Ault
Chief Human Resources Officer
WNCC
1601 East 27th Street
Scottsbluff, NE 69361-1815
308.635.6105

Or concerns can be directed to:
Director, Office of Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO, 64106-2106

DUAL CREDIT FACULTY EXPECTATIONS

Faculty teaching High School Select courses must meet WNCC's academic qualifications. Courses may be taught by a high school faculty member who has been approved by WNCC personnel as an adjunct

instructor. (See Appendix). For additional questions, contact the Associate Dean of Instructional Support. The following list provides a summary of expectations:

- Faculty teaching High School Select courses will be observed by a college faculty member, or designee, on a regular schedule for evaluation purposes using the same criteria for all faculty.
- Faculty teaching High School Select courses must observe college procedures/WNCC deadlines for submission of grades in appropriate format. **Grades are due by the posted deadline each semester. Grades must be filed on the WNCC electronic grade roster system (See Appendix).** If courses are full-year courses, another form is sent to the faculty. Final grade due dates can be found on the academic calendar at: <https://wncc.edu/academics/academic-calendar>
- Final grades must be awarded following the traditional 4.0 gradingscale.
- Faculty teaching High School Select classes are expected to use the same textbooks and class materials that are used in regular college courses, unless permission has been given by the college designee to use other textbooks and materials.
- All course competencies, content, and learning expectations must be made explicit and must mirror the expectations outlined in the college master syllabus.
- Any course offered for WNCC transcript credit will be titled with the college name and number, and all materials related to that class must bear the college information **without other cross-listing or local high school names or designations being added.**
- Faculty teaching High School Select courses are asked to attend an orientation prior to the start of class either in person or on the DL system based on their respective location.

Syllabi

Master syllabi are available from the Educational Services Office. **All content must be present in the course syllabus.**

ADMINISTRATION AND PLANNING

Western Nebraska Community College's goal is to make CollegeNOW! programming clear and effective. Key components of the process are detailed below.

- A *Memorandum of Understanding (MOU)* between WNCC and each service area high school must be completed annually for a dual-credit program on a regular basis.
- The college must maintain a current human resource file for each faculty member teaching dual-credit courses.
- The college must maintain current and accurate student records.
- The CollegeNOW! Director is the official point of contact for WNCC's CollegeNOW! program and has been designated as the WNCC liaison. The CollegeNOW! Director, or designee, visit schools at least once every school year.
- The college provides an orientation for adjunct instructors each year to include, but not limited to, grading, resources, expectations, evaluation procedures, and faculty portal instructions.

- CollegeNOW! personnel provide high-school administrators with a list of books needed for the dual-credit courses for upcoming semester.

What May Be Needed From The High Schools

- High School academic calendars
- Master Schedules
- Timeline of scheduling procedures
- Test dates and possible scheduling
- Test scores (ACT, SAT)
- Scheduling monthly or bi-monthly meetings with the CollegeNOW! Director
- Updated contact information
- An outline of objectives for dual-credit courses
- Understanding of shared expectations
- Articulating concerns about dual-credit procedures, programs, and/or instructors

COLLEGENOW! STRATEGIC PLANNING

WNCC is prepared to be attentive to the requests and interests of high schools within the service area. There are, of course, logistical challenges that make course availability to schools difficult. Also, working to fill instructor positions as new dual-credit courses are created can be challenging. There are items WNCC and high schools should regularly discuss:

- Understanding and utilizing available technology to provide courses as efficiently as possible
- Understanding the Nebraska Career Education Model and educational goals of the state
- Develop strategic plans to ensure this model remains the basis of course offerings

APPENDICES

Adjunct Faculty Initial Application Form – p. 24

Adjunct Faculty Hiring Process – p. 25

Add/Drop Form – p. 30

Proposal for Off-Campus, Dual-Credit Course Offerings – p.31



ADJUNCT FACULTY INITIAL APPLICATION FORM

Start Date _____
Completed by Education Services

Name _____

ID # _____
Completed by Education Services

Address _____

Non-WNCC Email: _____

Home Phone (___) _____ Business Phone (___) _____

Cell Phone (___) _____

Are you prevented from lawfully becoming employed in the United States? _____ Yes _____ No

If hired, you will be required to submit documents sufficient to establish employment authorization and identity in compliance with the Immigration Reform and Control Act of 1986. While you need not provide this proof of citizenship or immigration status at the time you are interviewed, please be prepared to assure us that you can do so immediately upon being hired.

Emergency Contact: Name _____

Address _____

Phone (___) _____

Please submit the following materials to either the email or physical address below to complete your application:

- This Adjunct Faculty Initial Application Form
- Letter of Application
- Contact information for three professional references
- Resume
- Transcript/Certificates (a copy will suffice for application, but upon hire official transcripts are required)

Education Services • 1601 E 27th St. • Scottsbluff, NE 69361-1899
(308) 635-6032 - voice
VanWinkT@WNCC.edu



**Western Nebraska
Community College**
ADJUNCT FACULTY HIRING PROCESS

QUALIFICATIONS

General Education or Non-Occupational Courses:

- To teach transfer courses an adjunct faculty member must have a Master's degree in the discipline area, or a Master's degree in a related field plus 18 graduate hours in the discipline in which instruction will take place.

Career and Technical Education Courses:

- To teach technical/occupational courses, an adjunct faculty member must have a bachelor's degree, appropriate occupation/teaching experience, or an equivalent combination of education and experience which clearly demonstrates the ability to teach the subject matter. In some cases, certifications count as credentials.
- Minimum legal/industry standards of experience and/or certification may be required for certain CTE programs.

INFORMATION TO BE SUBMITTED BY ADJUNCT FACULTY CANDIDATES

Required materials

For initial consideration for an adjunct faculty position, the following information must be submitted to Educational Services at vanwinkt@wncc.edu or in person:

- An Adjunct Faculty Initial Application form sent from the Educational Services Office after initial contact (the Associate Dean will send this form to any interested school or applicant either by mail or email upon request)
- A letter of application which states the candidate's desire to be an adjunct faculty member and should include an identification of discipline and qualifications for teaching in that discipline.
- Unofficial transcripts for all colleges attended (Official transcripts will be required before hire).
- A resume which details education and experience, including the following:
 1. degrees earned
 2. positions held, including
 - a. position title
 - b. years of experience
 - c. duties and responsibilities
 - d. prior teaching experiences
- Identification of three professional references

Requirements for employment:

- Three professional letters of recommendation
- Official transcripts from all degree granting institutions
- An acceptable background check

- Participation in prescribed training, staff development, and/or meetings and orientations as prescribed by WNCC administration.
- Completion of W-4 and 1-9 forms through the Human Resources office are necessary before employment can begin.

Adjunct faculty currently teaching for WNCC are exempt from this application process unless it becomes necessary due to accreditation requirements to re-approve current adjunct faculty.

However, for additional course approvals, the adjunct needs to update his/her file by submitting a letter indicating interest in the new course, and, if available, additional documentation.

Selection Process:

All adjunct faculty applicant materials are evaluated by the applicable Division Chair in order to determine what WNCC courses the candidate is qualified to teach in accordance with institutional guidelines as indicated on page one. After this approval process has been completed, the following steps will be taken:

1. A letter is sent to the candidate from the Educational Services Specialist identifying the WNCC courses the candidate has been approved to teach.
2. When there is a need for adjunct faculty in the applicable division(s) or in the public-school districts, and all required documentation has been received. At this point, and at the discretion of the Division Chair, a simulated teaching presentation may be requested.
3. Approval for employment is based upon authorization by the Division Chair with final approval coming from the Dean of Instruction.
4. In order to maintain current records for all adjunct faculty candidates, occasional requests for updated information and documentation will be sent to candidates to check for continued interest.

Current adjunct faculty members are exempt from the selection process. However, when additional course approval is requested, the "Selection Process" will be initiated.

Guidelines for General Education and Established Program Course Paperwork/Procedures:

At least one week prior to the first class, the adjunct faculty member must submit a syllabus and class schedule to Education Services, WNCC, 1601 East 27th Street, Scottsbluff, NE 69361. The appropriate Division Chair needs to approve the course outline/schedule before the class begins.

Expectations for All Adjunct Faculty:

- Guidelines established in the master syllabus for each course must be followed;
- Each student must be given an individual course syllabus and a class schedule at the start of the class, and every student seeking college credit must register before the class begins, or at the time of the first class meeting at the latest;
- College course competencies, content, and learning expectations

must be made explicit to students and must mirror the expectations outlined in the college mastersyllabus;

- Use of the textbook(s) specified in the master syllabus for the course;
- Performance of any assessment measures prescribed or the implementation of others as is necessary to measure, ensure, and analyze student learning;
- All assignments or learning activities evaluated for grades or to determine concept/skill mastery are to be examined using college-level rubrics and consistent with college-level expectations
- All students taking a WNCC college credit class, regardless of registration classification, location, or school affiliation, are required to participate fully in any universal learning assessment available, such as common projects, papers, or final exams established for that subject area
- Final grades must be awarded following the college grading scale
- All final course grades must be filed on the WNCC electronic grade roster system within five (5) days of the end of the class. (The system will be left open to accommodate classes ending later than the college calendar if necessary. However, when possible the dates should match.)

Additional Expectations for Dual Credit Adjunct Faculty:

Each dual credit adjunct instructor MUST submit the individual course syllabus and a class schedule to the Chair of the applicable department *three (3) weeks* before the start of class so that the materials can be reviewed PRIOR TO the start of class (even if the same class has been offered previously). WNCC is required to maintain separate and complete records for every class offered for college credit.

Adjunct Faculty Handbook:

The adjunct faculty member will read and adhere to the guidelines described in either the Adjunct Faculty Handbook. This will be distributed to the adjunct faculty member at orientation or prior to the beginning of the class and updated periodically thereafter.

General Education and Established Program Course Staff Development:

Adjunct faculty are encouraged to attend an orientation prior to the beginning of their first course. If the one- way distance exceeds 15 miles, mileage will be reimbursed for attendance at orientation activities. Adjunct faculty seeking mentoring assistance should contact their respective Division Chair.

Course Assignments:

An individual who is approved as an adjunct faculty member will be contacted if an instructor is needed for the specific course(s) the individual was approved to teach. The actual listing of the individual to teach a course needs to be mutually agreed upon by the individual and the College. Course assignments are made on a semester-by-semester basis up to a maximum of nine (9) credit hours per semester. Also, the course must have a minimum number of students to avoid being canceled. The College reserves the right to cancel courses or change teaching assignments due to low enrollment, changed staffing needs, or other organizational necessities.

General Education and Established Program Course Evaluation:

All adjunct faculty will be evaluated by their Division Chair and students during their

first four semesters of teaching for WNCC and are required to receive two "Satisfactory" evaluations at that time. From that point on, all adjunct faculty members will be evaluated every fourth semester of teaching thereafter.

			TERM
STUDENT'S LAST NAME	STUDENT'S FIRST NAME	MID	STUDENT NO.

ADD SECTION

CLASS NUMBER	COURSE TITLE	CR.	TIME	DAYS	ROOM

DROP SECTION

COURSE TITLE	LAST DATE OF ATTENDANCE	INSTRUCTOR SIGNATURE

CHECK FOR TOTAL DROP

REASONS FOR DROP: (PLEASE CIRCLE ALL THAT APPLY)

- | | |
|--|-------------------------------------|
| Armed forces commitment | Course load too heavy |
| Medical | Family issues/child care |
| Moving | Change in work status |
| Missed 50% or less of classes | Missed more than 50% of classes |
| Did not complete one assignment | Did not complete 2-3 assignments |
| Did not complete more than 3 assignments | Failed 50% or less of quizzes/tests |
| Failed more than 50% of quizzes/tests | Incarcerated |
| Cheating/plagiarism | No show |
| Financial aid eligibility issues | |

STUDENT'S SIGNATURE

DATE

ADVISOR'S SIGNATURE

FINANCIAL AID SIGNATURE

OFFICE USE
ENTERED BY _____
DATE _____

RESIDENCE LIFE COORDINATOR SIGNATURE
(IF APPLICABLE)

RETURN COMPLETED FORM TO STUDENT SERVICES



Western Nebraska
Community College

CollegeNOW!

Proposal for Off-Campus, Dual-Credit Course Offering

Course Number: _____ Course Title: _____

Semester: _____ Fall _____ Spring _____ 2-semester offering _____ 20_____

Instructor: _____ Class Start/End Date: _____

Day: __M__T__W__R__F Class Time: Begin _____ End _____

Location: _____ Room # _____

Delivery Style: _____ Face-to-Face _____ DL _____ Blended _____ Online

If DL, class originates at: _____AL _____SC _____SI _____High School

If DL, blended, or online, other high school delivery locations:

Has the instructor taught this class previously for dual credit? _____ YES _____ NO

Will all students be enrolled in the class for college credit? _____ YES _____ NO

Does the class meet during the high school day? _____ YES _____ NO

Offering proposed by: _____ Date: _____

For Office Use -----

Offering Approved: _____ Offering Denied: _____ Date: _____

Chair, Director, Coordinator: _____

Offering Approved: _____ Offering Denied: _____ Date: _____

College NOW! Director: _____

CPS# _____ Synonym# _____ Section # _____ Syllabus _____

WNCC assures learning opportunities for all – enriching lives, invigorating communities, creating futures

