

CollegeNOW!

Handbook



2021-2022



Western Nebraska
Community College

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. There are currently 25 partner high schools in the Western Community College Area:

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	VALTS				

WNCC STUDENT SUPPORT CONTACTS

NAME	PHONE	EMAIL	TITLE
Megan Wescoat	308-635-6017	wescoatm@wncc.edu	Student Engagement Director
Maricia Guzman	308-635-6348	guzmanm@wncc.edu	Multicultural & International Student Support Director
Luke Stobel	308-635-6132	stobell2@wncc.edu	Student Success & Retention Director
Brian Elkins	308-635-6013	elkinsb@wncc.edu	Registrar
Jennifer Araujo	308-635-6012	araujoj@wncc.edu	Records Specialist
Norm Stephenson	308-635-6090	stephens@wncc.edu	Counseling & Disability Services Director
Erin Huddleston	308-254-7441	huddlest@wncc.edu	Sidney Student Services Coordinator
Regina Kuhns	308-254-7430	kuhnsr3@wncc.edu	Sidney Student Services Executive Secretary
Tammy DuBray	308-763-2002	dubrayt@wncc.edu	Alliance Student Support Specialist
Allie Tyree	308-635-6017	nickode3@wncc.edu	Alliance Student Services Executive Secretary
Math Center	308-635-6052	online.math@wncc.edu	Math Tutoring
Writing Center	308-635-6114	online.writing@wncc.edu	Writing Tutoring
Norman Coley	308-635-6123	coleyn@wncc.edu	Executive Dean of Student Services
Brynn Elliott	308-635-6186	elliott1@wncc.edu	Asst Dean of Students

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.

Campus Select – A faculty member-based affiliation in which a high school student takes a course on a college campus, online, or by ITV/Distance Learning. If a course is not *Campus Select*, it is *High School Select*. See definition of **High School Select**.

Career Academy – Small learning communities that are focused on a career theme and integrate rigorous academics.

Career Cluster – A framework for organizing curriculum around broad career categories, or Career Clusters, and more specific career pathways. There are 16 identified national Career Clusters.

Career Pathway – According to the Nebraska Department of Education, Career Pathway is defined as “... connected education and training strategies and support services that enable individuals to secure industry relevant certification and obtain employment within an occupational area and to advance to higher levels of future education and employment in that area.”

Career Technical Education – Comprehensive programs of study, which align academic and technical content in a coordinated, non-duplicative sequence of secondary and postsecondary courses, and which lead to an industry-recognized credential or certificate at the postsecondary level or an associate or bachelor's degree.

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.

High School Select – A faculty member-based affiliation in which a high school student is taught by a college faculty member, or certified high school instructor at the students' high school. If a course is not *High School Select*, it is *Campus Select*. See definition of **Campus Select**.

Individualized Learning Plan – An academic plan specific to a student tracked by counselors and advisors on a special document.

ITV – Interactive Television during which classes would be transmitted from WNCC to other sites.

Matriculation – Enrolling in and attending a college or university.

Memorandum of Understanding (MOU) – The partnership agreement between WNCC and high schools.

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.

Nebraska Career Education Model – A model that “exemplifies the concept of college and career readiness” (NDE) in agriculture, business, human services, health sciences, communication, and skilled and technical sciences.

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

Remediation – Typically refers to courses needed to strengthen a student’s skills before beginning college-level work.

Rule 47 – Rule created by the Nebraska Legislature for the implementation of career academies.

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.

DEGREES OFFERINGS

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

- Associate of Arts (AA)
- Associate of Science (AS)
- Associate of Applied Science (AAS)

One-year certificate, two-year certificate, and diploma options are available in selected fields.

Associate Degrees

Associate of Arts and Associate of Science degrees prepare students for careers and/or advanced study at a four-year college or university.

The Associate of Applied Science degree primarily prepares students for careers in a variety of technical and vocational areas: applied technologies, business, health, physical education, and social sciences. In most instances, students are also able to transfer all or part of an AAS program to a bachelor degree-granting institution.

- All degrees require a minimum of 60 credits.
- Courses numbered below the 100-level do not count as part of the total credits for the Associate of Arts or Associate of Science degrees.
- Courses numbered below the 100-level do not count as part of the total credits for the Associate of Applied Science degree.
- While AAS degrees are designated as being earned in a specific program, the AA and AS degrees are generalist in nature and not awarded “in” a field.

DIPLOMA

- Diplomas require a minimum of 24-48 credits of courses from a suggested curriculum list appearing in the *College Catalog*. In addition to coursework specific to an area of study, students are required to take some coursework outside the student’s vocational field, including but not limited to written communication, mathematics, and an elective from personal development, the social or lab sciences, or oral communication.
- Courses numbered below the 100-level do not count as part of the total credits.

CERTIFICATE

- Certificates require completion of 12-18 credits of required courses from a curriculum list in the *College Catalog*.
- Courses numbered below the 100-level do not count as part of the total credits.

	AA	AS	AAS	AD-N	AFA	DIPLOMA	CERTIFICATE
Automotive Technology			X				X
Aviation Maintenance			X				X
Business Administration [Options: accounting, business administration, & management information systems]	X	X					
Business Technology [Options: executive assistant, information technology technical support, medical office management, & staff accountant]			X			X	X
Coding Technician						X	
Collision Repair & Refinishing Technology			X				X
Computer Sciences		X					
Criminal Justice Studies	X		X				
Diesel, Truck, and Heavy Equipment Technology			X			X	X
Education (Early Childhood)	X		X				
Education (Elementary)	X						
Education (Music)	X						
Education (Secondary) [Endorsement Areas: art; biology; business, marketing, & information technology; chemistry; English language arts; math; social science; & Spanish]	X	X					
Emergency Medical Services			X				
Fine Arts [Options: interdisciplinary, music, music performance, musical theatre, theatre, and visual arts]					X		

	AA	AS	AAS	AD-N	AFA	DIPLOMA	CERTIFICATE
Foreign Language (Spanish)	X						
General Studies (Language & Art)	X						
General Studies (Math and Science)		X					
General Studies (Social Sciences)	X						
Health Information Technology			X				
Health Professions (Pre) [Options: chiropractic medicine, dentistry, medicine, nursing, pharmacy, physical therapy, & vet/comparative medicine]		X					
Health Sciences [Options: biomedical research (pre), dental hygiene (pre), dietetics, food science (pre), medical technology (pre), and radiologic technology (pre)]		X					
Human Services	X		X				X
Information Technology	X						
Information Technology – CyberSecurity Option	X						
Life Sciences & Natural Resources [Options: agriculture (pre) biology/ ecology, forestry/wildlife management, & rangeland management]		X					
Medical Laboratory Technician			X				

	AA	AS	AAS	AD-N	AFA	DIPLOMA	CERTIFICATE
Nursing (Associate Degree)				X			
Nursing (Practical)						X	
Paramedic							X
Phlebotomy							X
Physical Sciences & Math [Options: chemistry, engineering (pre), mathematics, and physics]		X					
Powerline Construction & Maintenance Technology			X			X	X
Psychology	X						
Social Work	X						
Surgical Technology			X				
Welding Technology			X			X	X

CAMPUS SELECT AND HIGH SCHOOL SELECT

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 are classified as a high school junior or senior, or have permission from the Western Nebraska Community College Executive 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.

PLACEMENT TESTING FOR STUDENT ELIGIBILITY

Many college courses offered have prerequisite skills that must be met before a student 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 the prerequisite scores from the ACT/SAT test do not meet the required criteria, a student may take the ACCUPLACER at her or his high school. They can also take the ACCUPLACER on any of the three WNCC campuses. **Contact CollegeNOW!.** Students may also take the ACCUPLACER at the CollegeNOW! Office by appointment only. See Parameter Sheet (See Appendix) for placement scoring.

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 determined by the CollegeNOW! Director or other WNCC personnel.

Before a student can take an ACCUPLACER test, they must take a practice test. The practice test is online on the WNCC website 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 will have the same syllabus and text book (unless another is approved by a WNCC official).
- The High School Select instructor will submit 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 are available in high school counseling offices and 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, teachers, 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 material, copying answers or papers, using crib sheets, unauthorized help during exams, altering tests, or passing off someone else's work as one's own.

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

- failure of a paper or an exam within a course (instructor level)
- failure of an entire course (institutional level)
- suspension or expulsion from the college (institutional level)

Any form of academic dishonesty represents a grave breach of personal integrity and of the rules governing WNCC's community of learners. **Academic dishonesty includes, but is not limited to:**

- cheating in any form
- plagiarizing in any form
- aiding someone else in cheating or plagiarizing

TEXTBOOKS AND MATERIALS

Students may purchase their books and materials from the Cougar Bookstore, in person, or online at **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-CLASSROOM PREPARATION

WNCC credit hour assignments comply with the Federal Credit Hour definition.

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 will be required to log into their **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 will be accessed through Blackboard.**

Students can view their schedule, instructor name, grades, and request transcripts on the **Portal**. If a student has trouble accessing their 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 to be met:

- 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.

Students may request a grade appeal in accordance with the college guidelines.

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

BILLING

Students are responsible for payment of tuition upon receipt of their bill from the WNCC Business Office. Some high schools cover the cost of tuition and/or textbooks. **Please Note: It is up to the student to learn what financial responsibilities they will have as a CollegeNOW! student.**

Students are eligible to enroll in a payment plan through the WNCC's NelNet program at www.MyCollegePaymentPlan.com/wncc.

Tuition and Fees (per credit hour)

Resident Status	Tuition	Fees
Nebraska Residents	\$100.00	\$17.50
Colorado, Wyoming, and South Dakota Residents	\$101.00	\$17.50
Non-Residents	\$104.50	\$17.50
High School Partnership*	\$53.25	\$8.75
*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. 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.

Time Elapsed	Percent Refunded
6.25%..... After the first 5 days of classes.*	100%
12.50%..... The second week of classes.*	50%
25% The third week of classes.*	25%
More than 25%..... The fourth week or beyond of classes.*	None

*These are general estimates of the dates but for the best answer, please contact CollegeNOW!.

Fees are nonrefundable.

NOTES:

- **To be eligible for a refund, students must complete and submit a signed copy of the WNCC Drop/Add Form.**

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)

Western Nebraska Community College is required by Federal law 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). Information about FERPA can be found on the WNCC Fast Facts section of the website, and a copy of the law is on file in Student Services Office. The law provides for three fundamental rights to students who attend Postsecondary institutions:

- Right to inspect and review education records
- Rights to request amendment of education records
- Right to limit disclosure of “personal identifiable information contained in education records

AUTHORIZATION FOR RELEASE OF INFORMATION

Students who wish to provide access to the confidential information (such as grades, academic progress reports, financial aid information, etc.) to specified individuals, including parents, may make this authorization online through the WNCC Portal or during registration. Students may obtain a form from the Student Services Office at any of the three campuses to make this authorization. High school students taking on-site classes are asked to sign an “Authorization Grade Disclosure” for parents and others who may need/want access to their grades.

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.

BENEFITS OF DUAL CREDIT ENROLLMENT

Benefits of Dual-Credit Courses Include:

- Students can accumulate credits prior to entering college, allowing them to graduate early or at least on time.
- Students will save money as tuition and fees are 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 will 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, including but not limited to, the **Math Learning Center, the Writing Center, Learning Commons, Library, Academic Testing and Tutoring, and Academic advising.**

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:

- Students may not take the dual-credit class seriously and receive a low grade. These grades are permanently recorded on their high school and college transcript.
- Some colleges and universities will not accept dual-credit courses for transfer credit. A student should check with future colleges about course transferability. Contact CollegeNOW! for advisement.
- 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 will include mature content.
- High School students in a *Campus Select* course may be involved in group work with older students.

WITHDRAW FROM CLASS

Students are responsible for adhering to the **add/drop/withdrawal deadlines** when taking a WNCC High School Select and/or a Campus Select course. The withdraw procedure is as follows:

- Official withdrawal period begins after the **first five days** (free drop) of class and ends when 60 percent of the term has expired.
- The official withdrawal period for **eight-week courses begins after the first three days**.
- Students dropping any class during this period must officially withdraw from the class by securing the instructor's signature on the required form and completing the withdrawal procedure through the **Student Services Office (See Appendix)**.
- To drop an online course, download the online drop form from the WNCC Portal, complete it, and sign it. **Students must e-mail the instructor with a request to drop.** The instructor will then respond to the student with a drop grade and the last date of attendance. **Students should copy the instructor's response and email his or her request, along with the drop form, to registrar@wncc.edu or students can fax this information to the Student Services Office at (308) 635-6732.**
- The student receives a grade of **W** at the time of withdrawal.
- Students who fail to withdraw officially receive a grade of **F**.
- Students taking *Campus Select* courses cannot register for classes after the college semester has begun.
- Students may be responsible for a percentage of tuition depending on the date of withdrawal. **Please see the Tuition Refund Policy.**

STUDENT COMMUNICATIONS

If a student has 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, 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 Black Board, 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, logging in to Black Board, 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.

ACADEMIC CALENDAR

Fall 2021

August 23 - Fall 2021 full-term and 1st 8-week sessions begin
August 25 - Last day to drop/add without penalty 1st 8-week classes
August 27 - Last day to drop/add without penalty full-term classes
September 6 - Labor Day (All campuses closed)
September 20 - Last day to withdraw from 1st 8-week classes/session
October 7 - 8 - Finals for 1st 8-week classes
October 11 - 12 - Fall Break (no classes)
October 12 - Grades due at midnight for 1st 8-week classes
October 13 - Midterm for Fall 2021
October 13 - 2nd 8-week classes begin
October 15 - Last day to drop/add without penalty 2nd 8-week session classes
October 29 - Last day to withdraw from full-term classes/session
November 4 - First day to register for Spring 2022 classes
November 15 - Last day to withdraw from 2nd 8-week classes/session
November 24 - Thanksgiving Holiday (no classes)
November 24 - 26 - Thanksgiving Holiday (all campuses closed)
December 10 - Fall 2021 full-term and 2nd 8-week classes end
December 13 - 17 - Finals
December 21 - Grades due at midnight for full-term and 2nd 8-week classes
December 24 - 31 - Winter Break (all campuses closed)

Spring 2022

January 17 - Spring 2022 classes begin
January 19 - Last day to drop/add without penalty 1st 8-week session classes
January 21 - Last day to drop/add without penalty full-term classes
February 17 - Last day to withdraw from 1st 8-week classes/session
March 8 - Midterm for Spring 2022
March 10 – 11 - Finals for 1st 8-week classes
March 14 - 18 - Spring Break (no classes)
March 15 - Grades due at midnight for 1st 8-week classes
March 21 - 2nd 8-week classes begin
March 23 - Last day to drop/add without penalty 2nd 8-week session classes
March 30 - Last day to withdraw from full-term classes/session
April 4 - First day to register for Summer & Fall 2022 classes
April 15 - College Closed (no classes)
April 21 - District Music Contest (no classes - Scottsbluff Campus only)
April 22 - Last day to withdraw from 2nd 8-week classes/session
May 6 - Spring 2022 full-term and 2nd 8-week classes end
May 9 - 13 - Finals
May 14 - 2022 Graduation
May 17 - Grades due at midnight for full-term and 2nd 8-week classes

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 within five days of class completion. Grades must be filed on the WNCC electronic grade roster system (See Appendix).** If courses are full-year courses, another form will be sent to the faculty.
- Final grades must be awarded following the traditional 4.0 grading scale.
- Faculty teaching High School Select classes will be expected to use the same textbooks and class materials 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 mastersyllabus.**
- 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.

SYLLABUS

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, will visit schools at least once every school year—more often if schools request.
- The college will provide an orientation for adjunct instructors each year to include, but not limited to, grading, resources, expectations, evaluation procedures, and faculty portal instructions.
- CollegeNOW! personnel will 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

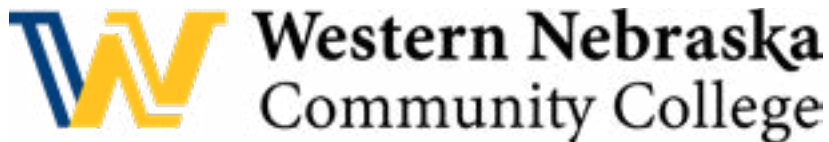
WNCC is prepared to be attentive to the requests and interests of high schools within the service area. There are, of course, logistical challenges that make course availability to schools difficult. Also, working to fill instructor positions as new dual-credit course are created can be challenging.

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

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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_

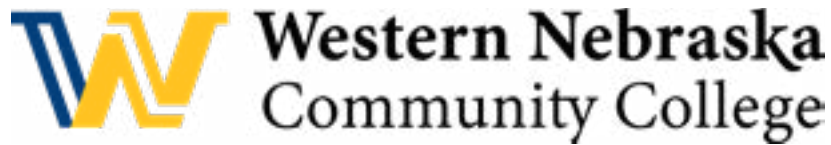
Letter of Application_____

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



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 takeplace.

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.

Required materials

For initial consideration for an adjunct faculty position, the following information must be submitted to the the Office of Education Services via mail (1601 E. 27th St., Scottsbluff, Nebraska 68961); email (olsenm12@wncc.edu); or in person:

- An Adjunct Faculty Initial Application form (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 will be necessary before employment can begin.

Adjunct faculty currently teaching for WNCC will be 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 will need 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 will first be evaluated by the applicable Division Chair and the Dean of Instruction 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 Associate Dean of Instructional Support Services identifying the WNCC courses the candidate has been approved to teach.
2. If and 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, the Dean of Instruction or the Dean's representative will contact the candidate. 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 master syllabus;
- 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:

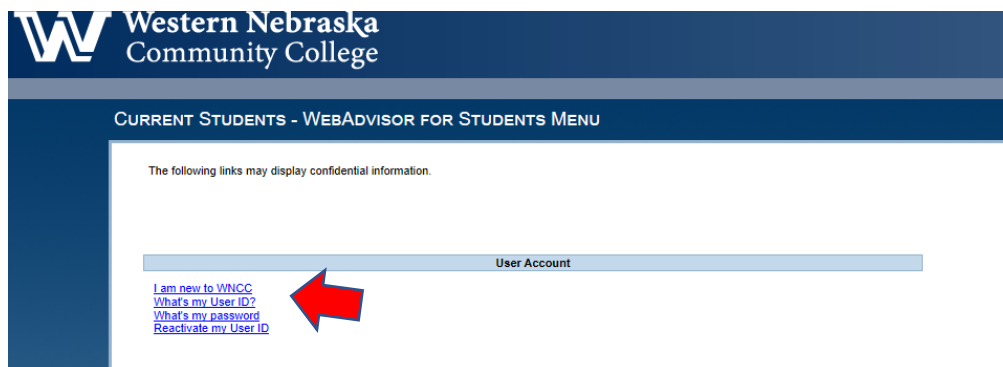
All adjunct faculty will be evaluated by their Division Chair and students during their first four semesters of teaching for WNCC and are required to receive two "Satisfactory" evaluations at that time. From that point on, all adjunct faculty members will be evaluated every fourth semester of teaching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

Activating Your Student Portal

1. Go to wncc.edu
2. Select **My WNCC** in the upper right corner
3. Select **New to WNCC? Need to Reset your Password? Click Here!** at the top of the Class Link page (in **GREEN**).



4. Select **I am new to WNCC**



5. Enter your last name and your social security number or your student ID
6. Click **Submit**
7. On this screen you will
 - Be provided your WNCC User ID ((WRITE IT DOWN 😊))
 - Confirm your personal email address
8. Select the **Log In** tab
 - Enter your User ID
 - Enter your temporary password (retrieved from your personal email)
 - Click **Submit**
9. Here you set your own password
 - Enter your User ID
 - Enter your temporary password (retrieved from your personal email)
 - Create your own password and then confirm it on the next line
 - Do not use your name
 - Must have 1 uppercase, 1 lower case and 1 number. DO NOT use special characters
10. Go to wncc.edu, select MyWNCC and sign in with your User ID (username@wncc.edu) and the password you created.

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:

- Bellevue University
- Central Community College Area
- Chadron State College
- Clarkson College
- College of Saint Mary
- Concordia College
- Dana College
- Doane University
- Hastings College
- Metropolitan Community College
- Mid-Plains Community College
- Midland Lutheran College
- Nebraska Christian College
- Nebraska Indian Community College
- Nebraska Methodist College
- Nebraska Wesleyan University
- Northeast Community College
- Peru State College
- Southeast Community College
- Union College
- University of Nebraska-Kearney
- University of Nebraska-Lincoln
- University of Nebraska-Omaha
- Wayne State College
- WNCC
- York College

Withdrawal from College

Students who find it necessary to withdraw totally (withdrawing from all classes) from the College may do so by completing the following steps:

During the official withdrawal period (until two weeks after midterm or 60 percent of the course time is completed):

- Fill out the WNCC Drop/Add Form available in the Student Services Office. Charges for courses will continue to accrue in accordance with the published WNCC refund policy until the completed withdrawal form is received in the Student Services Office.
- Students receiving financial aid must speak with a financial aid advisor prior to withdrawing to understand the resulting implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.
- After the official withdrawal period (beyond the last official date to withdraw):
- Fill out the WNCC Drop/Add Form available in the Student Services Office. The total drop must be for extenuating circumstances only. It cannot be used simply to avoid a series of failing grades.
- The drop must be approved by the Dean of Students and the Dean of Instruction or their designees. If approved, the status of the classes is listed as a “W.” The instructors are notified that a total drop has been issued.
- Students receiving financial aid must speak with a financial aid advisor prior to withdrawing to understand the resulting implications. A complete withdrawal, whether official or unofficial, may result in a repayment obligation and/or loss of future eligibility.



WNCC Drop/Add Form



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

STUDENT'S SIGNATURE

DATE

OFFICE USE

ENTERED BY

DATE

ADVISOR'S SIGNATURE

FINANCIAL AID SIGNATURE

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 _____



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.

If you should ever have questions please do not hesitate to contact Mai Lee Olsen, CollegeNOW! Director (308-635-6715) or Emily Santero, CollegeNOW! Coordinator (308-635-6716).

CollegeNOW! Handbook
Updated: 8/12/2021