

# CollegeNOW!

## Handbook



2019 - 2020



Western Nebraska  
Community College

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## OVERVIEW AND HISTORY OF COLLEGENOW!

CollegeNOW! is Western Nebraska Community College's brand name for secondary and postsecondary high school partnerships. These partnerships foster educational opportunities for students in the Panhandle to earn credit at the secondary level and postsecondary level simultaneously. CollegeNOW! programming includes any secondary education student taking college courses for college credit and/or certification.

The Coordinating Commission published *Comprehensive Statewide Plan for Postsecondary Education*, 2005.<sup>1</sup> It was understood that this plan would be no more than a guideline for dual-credit programs.

In 2011, Nebraska Gov. Dave Heineman signed LB637 which called for a "study on the need for uniform policies and practices regarding dual-enrollment courses and career academies in Nebraska" (CCPE 9.1.5). Since that time, dual-credit opportunities throughout the state have grown. The Nebraska Department of Education has implemented Rule 14-007.01A and issued a summary regarding the issuing of dual credit. This summary can be found at

<https://www.education.ne.gov/APAC/Documents/Publications/Doc%20AP%20Dual%20Credit.pdf>

Following 2013, the Nebraska Legislature adopted Rule 47 regarding the regulations for career academies. This provided a more comprehensive structure for one aspect of dual-credit enrollment.

## NEBRASKA COMMUNITY COLLEGE SYSTEM SERVICE PRIORITIES

Western Nebraska Community College adheres to the educational priorities set by the Nebraska Community College System. These are listed below:

The Legislature established four instructional and service priorities. (See §85-962.)

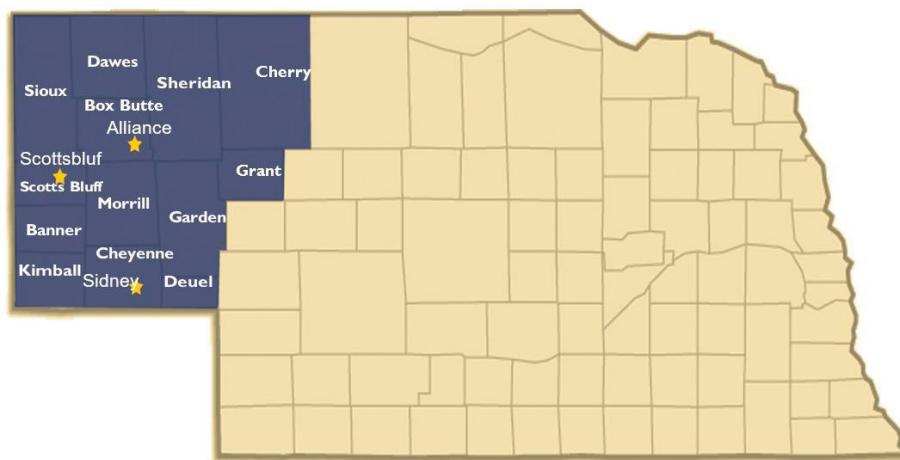
1. Applied technology and occupational education and, when necessary, foundations education;
2. Transfer education, including general academic transfer programs, or applied technology and occupational programs which may be applicable to the first two years of a bachelor's degree program and, when necessary, foundations education;
3. Public service, particularly adult continuing education for occupations and professions, economic and community development focused on customized occupational assessment and job training programs for business and communities, and avocational and personal development courses;
4. Applied research.(Applied research activities of the community college areas shall be directly related to the enhancement of the instructional programs, student achievement, institutional effectiveness, public service activities, and to the professional development of the faculty. §85-960.01)<sup>2</sup>

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<sup>1</sup>Nebraska's Coordinating Commission for Postsecondary Education. "LB 637 Study of Dual Enrollment and Career Readiness in Nebraska." *Comprehensive Plan for Postsecondary Education*. 2005

<sup>2</sup>Nebraska Community College System. *Nebraska Community College System Overview*. [www.ncca.ne.gov/nccs/history.htm](http://www.ncca.ne.gov/nccs/history.htm).

## 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 26 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	Choices
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				

## CollegeNOW! Contacts

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<b>High Schools</b>	<b>Northern Panhandle</b>	<b>Southern Panhandle</b>
	<ul style="list-style-type: none"> <li>○ Alliance High School</li> <li>○ Chadron High School</li> <li>○ Crawford High School</li> <li>○ Gordon-Rushville High School</li> <li>○ Hay Springs High School</li> <li>○ Hemingford High School</li> <li>○ Hyannis High School</li> <li>○ Sioux County High School</li> </ul>	<ul style="list-style-type: none"> <li>○ Creek Valley High School</li> <li>○ Garden County High School</li> <li>○ Kimball High School</li> <li>○ Leyton High School</li> <li>○ Potter-Dix High School</li> <li>○ Sidney High School</li> <li>○ South Platte High School</li> </ul>
		<ul style="list-style-type: none"> <li>○ Banner County High School</li> <li>○ Bayard High School</li> <li>○ Bridgeport High School</li> <li>○ Gering High School</li> <li>○ Minatare High School</li> <li>○ Mitchell High School</li> <li>○ Morrill High School</li> <li>○ Scottsbluff High School</li> <li>○ VALTS</li> </ul>

## CollegeNOW! Contacts

	<b>Northern Panhandle</b>	<b>Southern Panhandle</b>	<b>Central Panhandle</b>
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## 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.

## 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.

## **COLLEGENOW! PROGRAMS**

### **PATHWAYS**

Pathways represent an opportunity for motivated high school students with career goals firmly in mind to accelerate their education. The pathways require that college classes are taken starting the junior year of high school, utilizing summer classes, and good communications with a college advisor. Pathways are set up for many different programs. Two types of pathways exist: 1) a transfer pathway that helps students as they move to a four-year degree and 2) a career pathway that provides career training ending with an Associate's degree or diploma.

Western Nebraska Community College offers a variety of programs that allow students to follow traditional pathways in STEM, liberal arts, and vocational training. These are listed following the degree program information.

The following is a sample of courses and their prerequisites. Please use the college catalog and/or work with the college staff for additional advising.

## Sample of Courses and their Prerequisites

Course/Section	Course Title	MINIMUM ACT SCORE NEEDED	MINIMUM ACCUPLACER SCORE NEEDED	PREREQUISITE
ACCT-1200	Principles of Accounting I	NONE	NONE	NONE
AMDT-1100	F1_Intro to Industrial Safety	NONE	NONE	NONE
AMDT-1120	F2_Intro to Manufacturing Tech	NONE	NONE	AMDT-1100
ARGI-1100	F2_Agriculture Machinery	NONE	NONE	NONE
ARGI-1370	F1_Water System Management	NONE	NONE	NONE
AUTB-1150	F1_Non-Struct Analys & Dmg	NONE	NONE	NONE
AUTB-1220	Elec and Mechanical Compone	NONE	NONE	NONE
AUTB-2150	F2_NonStruct Analys & Dmg II			AUTB-1150
AUTO-1100	F1_Engine Repair I	NONE	NONE	NONE
AUTO-1110	F2_Engine Repair II	NONE	NONE	AUTO-1100
AUTO-1235	Automotive Brake Systems	NONE	NONE	NONE
AUTO-1330	F1_Chassis Elec Systems	NONE	NONE	NONE
AUTO-1340	F2_Auto Body Elec Systems	NONE	NONE	AUTO-1330
BIOS-1010	General Biology			COREQUISITE BIOS-1010L
BIOS-225	Human Anatomy & Phys I	18 READING / 19 ENGLISH	66 READING / 80 WRITING	OR ENGL-0065 (Integrated Reading & Writing ), ENGL-0070 (Reading Techniques); COREQUISITE BIOS-2250L
BIOS-2250	Human Anatomy & Phys 1 Lab			COREQUISITE BIOS-2250
BIOS-246	Microbiology			BIOS-1010, BIOS-1160, BIOS-2250, OR LNPR-1110
BIOS-2460	Microbiology Lab			CO REQUISITE BIOS-2460
BSAD-1050	Introduction to Business	NONE	NONE	NONE
CRIM-1010	Intro to Criminal Justice	18 READING	66 READING	OR ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
CRIM-1020	Introduction to Corrections	18 READING	66 READING	OR ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
DRAF-1260	F1_Intro to Solid Modeling	NONE	NONE	NONE
DRAF-1261	F2_Intro to Solid Modeling II	NONE	NONE	DRAF-1260
ECED-1060	F2_Obser, Assess, Guidance	18 READING	66 READING	OR ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
ECED-1150	F1_Intro Early Childhood Ed	18 READING	66 READING	OR ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
EDUC-1110	Intro Professional Education	18 READING / 19 WRITING	66 READING / 80 WRITING	OR ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
ENGL-1010	English Comp. I	18 READING / 19 ENGLISH	66 READING / 80 WRITING	OR ENGL-0050 AND ENGL-0065 OR ENGL-0070
ENGR-1010	Intro to Engineering Design	NONE	NONE	NONE
ENGR-1070	Graphics for Engineers	NONE	NONE	NONE
HIST-2025	The Sixties	NONE	NONE	NONE
HIST-2580	History of the Am West	18 READING	66 READING	OR ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
HLTH-1060	Medical Terminology	NONE	NONE	NONE
HLTH-2190	Medication Aide			NURA-1190
HUSR-1620	Intro Human Service Work	NONE	NONE	NONE
HUSR-2000	Intro Counslng Skills	NONE	NONE	NONE
INFO-1100	Microcomputer Applications	NONE	NONE	NONE

## Sample of Courses and their Prerequisites

Course/Section	Course Title	MINIMUM ACT SCORE NEEDED	MINIMUM ACCUPLACER SCORE NEEDED		PREREQUISITE
INFO-1242	IT Hardware Support				PRE OR CO-REQUISITE INFO-1241
MATH-1010	Intermediate Algebra	MATH 20	75 ALGEBRA	OR	MATH-0160
MATH-1010	Intermediate Algebra	MATH 20	75 ALGEBRA	OR	MATH-0160
MATH-1150	College Algebra	MATH 22	96 ALGEBRA	OR	MATH-1010
MATH-2170	Applied Statistics	MATH 22	96 ALGEBRA	OR	MATH-1010
MUSC-1200	Collegiate Chorale	18 READING	66 READING	OR	ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
NURA-1195	BNA	NONE	NONE		NONE
PRDV-1010	Achieving College Success	NONE	NONE		NONE
PSYC-1810	Introduction to Psychology	18 READING	66 READING	OR	ENGL-0065 (INTEGRATED READING & WRITING), ENGL-0070 (READING TECHNIQUES)
SPAN-2300	Intermed Spanish I				SPAN-1350
SPCH-1110	Public Speaking	18 READING / 19 ENGLISH	66 READING / 80 WRITING	OR	ENGL-0050 AND ENGL-0065 OR ENGL-0070
THEA-1860	Technical Production I	NONE	NONE		NONE
WELD-1015	F1_ Intro to Welding	NONE	NONE		NONE
WELD-1120	F1_Gas Metal Arc Welding	NONE	NONE		NONE
WELD-1125	F2_Flux Cored Arc Welding	NONE	NONE		NONE
WELD-1200	F1_Bas Shld Mtl Arc Welding	NONE	NONE		NONE
WELD-1250	F2_Adv Shld Mtl Arc Welding				WELD-1200

## DEGREE 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)
- Associate of Occupational Studies (AOS)

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.

The Associate of Occupational Studies degree prepares students for careers in technical and vocational areas. The AOS is not intended to be a transfer degree; however, courses within certain programs transfer to bachelor degree-granting institutions.

- 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 or Associate of Occupational Studies degree.
- While AAS and AOS 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.

	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>AOS</b>	<b>DIPLOMA</b>	<b>CERTIFICATE</b>
Agriculture Science (Pre)		X				
Applied Agriculture Technology					X	X
Auto Body Technology				X	X	X
Automotive Technology			X		X	X
Aviation Maintenance				X		X
Biology/Ecology		X				
Biomedical Research (Pre)		X				
Business Administration - Accounting option	X	X				
Business Administration – Business Administration option	X	X				
Business Administration – Management Information Systems option	X	X				
Business Technology – Executive Assistant option					X	X
Business Technology – General Business option			X		X	
Business Technology – Information Technology Technical Support option			X		X	
Business Technology – Medical Office Management option			X			
Business Technology – Staff Accountant option			X		X	X
Chemistry		X				
Chiropractic Medicine (Pre)		X				
Coding Technician					X	
Computer Sciences (Pre)		X				
Criminal Justice Studies	X		X			
Dental Hygiene (Pre)		X				
Dentistry (Pre)		X				
Dietetics		X				
Education (Early Childhood)	X		X			
Education (Elementary)	X					
Education (Music)	X					
Education (Secondary)	X					
Engineering (Pre)		X				
Food Science (Pre)		X				
Foreign Language (Spanish)	X					
Forestry/Wildlife Management (Pre)		X				

	<b>AA</b>	<b>AS</b>	<b>AAS</b>	<b>AOS</b>	<b>DIPLOMA</b>	<b>CERTIFICATE</b>
General Studies (Language and Arts)	X					
General Studies – Art emphasis	X					
General Studies (Math and Science)		X				
General Studies (Social Sciences)	X					
Health Information Technology			X			
Health/Physical Education/Coaching and Sports Administration		X				
Human Services	X		X			X
Information Technology	X					
Information Technology – CyberSecurity Option	X					
Mathematics		X				
Medical Laboratory Technician			X			
Medical Technology (Pre)		X				
Medicine (Pre)		X				
Nursing (Associate Degree)		X				
Nursing (Practical)					X	
Nursing (Pre-Professional)		X				
Paramedicine						X
Pharmacy (Pre)		X				
Physical Therapy (Pre)		X				
Physics		X				
Powerline Construction & Maintenance Technology				X	X	X
Psychology	X					
Radiologic Technology (Pre)		X				
Rangeland Management		X				
Social Work	X					
Surgical Technology			X			
Theatre Arts	X					
Veterinary/Comparative Medicine (Pre)		X				
Vocal Performance	X					
Welding Technology			X		X	X

## **EDUCATIONAL PLANS**

Educational plans related to Pathways, not only those listed, begin with the high school curriculum. High schools can coordinate classes that can provide a seamless transition to college or work coinciding with a student's career goals. It is important for high school staff to work with the CollegeNOW! Director to assess the compatibility of their high school curriculum with college courses.

Advising may be provided by WNCC staff and CollegeNOW! personnel to help students make the best use of their time and resources. Not all educational plans and models will fit each student. Students and counselors should contact the CollegeNOW! Director for advisement on how best to coordinate a plan for students.

Students may decide to complete their general education requirements prior to enrolling in classes specific to their field of interest. Many of the general education courses are offered each semester including summer sessions.

## 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

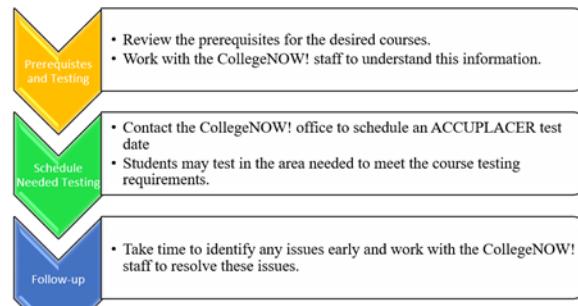
High school students are eligible to take dual-credit classes if they meet the following criteria:

- They are classified as a high school junior or senior, or have permission from the Western Nebraska Community College Vice President 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. Registration is available online and can be found at <http://www.wncc.edu/admissions/apply>. Please select the **CollegeNOW! registration form**.
- 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! or the Advising and Transfer Office.** (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 individual ACCUPLACER test, they must take a practice test. The practice test is online on the WNCC website at the following address:

<https://www.wncc.edu/admissions/placement-testing>.

## 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.

## TEXTBOOKS AND MATERIALS

Students may purchase their books and materials from the Cougar Bookstore, in person, or online at [bookstore.wncc.edu](http://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.

## 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

## 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

## 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](http://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](mailto:ehelp@wncc.edu). Help is also available through text message at **(308) 225-5015** (**See Appendix for Have You Activated Your WNCC Account guide**).

## 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](http://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*	\$50.00	\$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; See <http://www.wncc.edu/sites/default/files/20182019CourseFees.pdf>

## 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%	100%
12.50%	50%
25%	25%
More than 25%	None

## NOTES:

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

## HIGH SCHOOL CLASSES COMPARED TO COLLEGE CLASSES

<b>Students are advised to read through this comparison pertaining to the areas listed below</b>	<b>High School</b>	<b>College</b>
	<b>A teaching environment in which you acquire facts and skills.</b>	<b>A learning environment in which you take responsibility for applying what you have learned.</b>
<b>Behavior</b>	You will usually be told what to do and corrected if your behavior is out of line.	You are expected to take responsibility for what you do and don't do and for the consequences of your decisions.
<b>Absences</b>	Teachers often provide you with information you missed when an absence occurs.	Instructors expect you to obtain any missed class notes or assignments from your classmates. Excessive absences may result in a lower course grade or being dropped from the course.
<b>Course Content</b>	Course material is suitable for high school and adolescent students. Students will work with classmates in their age range.	Mature content may be covered in college classes. Also, a student may be asked to work with older students on class projects.
<b>Home Work</b>	Teachers check your completed homework and usually assign a grade to it.	Instructors assume that you have completed your homework and may not always check it. They will, however, assume you will be able to perform the same work on a test.
<b>Assignments</b>	Teachers remind you of your incomplete assignments and usually tell you what you need to learn from assigned work.	Instructors assume you are mature enough to take responsibility for assignments and proceed from the assumption that you have read and understood them. They may not remind you of missing work.
<b>Reading Assignments</b>	Reading assignments may be discussed and retaught in class.	Reading assignments may be both frequent and lengthy, and the materials may not be covered in class.
<b>Due Dates and Reminders</b>	Teachers often remind you of tests and due dates.	Instructors expect you to read and refer to the course syllabus for tests and assignment due dates.
<b>Class Notes</b>	Teachers often write information on the board to be copied into class notes.	Instructors may lecture nonstop, expecting you to identify the important points and write these in your class notes without direction.

## HIGH SCHOOL CLASSES COMPARED TO COLLEGE CLASSES

	High School	College
<b>Textbooks</b>	The teachers present information to help you understand the material in your textbook.	Instructors <b>may not always follow the textbook</b> . They expect you to read assignments before class, provide background information or illustrations and expect you to incorporate these with your assigned reading.
<b>Studying</b>	You often hear or read information only once to learn all you need about the material.	Class notes and textbook material should be reviewed regularly.
<b>Assistance</b>	If teachers are concerned and believe you may need assistance, they may approach you.	Instructors are usually helpful and willing to offer assistance, but they expect contact to be initiated by you.
<b>Office Hours</b>	Teachers often make themselves available for conversation before, during, and after class.	Instructors post their office hours and generally expect you to see them during those times.
<b>Tests</b>	Tests are given frequently on small amounts of material.	Testing may not occur often, and your course may only have two or three tests over the semester. You are expected to organize the material and your class notes to prepare for the tests.
<b>Make-Up Tests</b>	Make-up tests are sometimes offered.	Instructors seldom make available make-up test opportunities. If a make-up test is an option, it is up to you to request it.
<b>Grades</b>	Grades are given for almost all assignments.	Grades are not necessarily provided for all assigned coursework.
<b>Final Course Grade</b>	Homework grades and extra-credit opportunities may help raise your overall class grade when test grades are low.	The final grade is usually determined by grades on the assignments completed during the semester.

## **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.

## WITHDRAWAL 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](mailto: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.

## TIMELINE FOR A SUCCESSFUL COLLEGENOW! EXPERIENCE

The following timeline was created to guide counselors and administrators through the CollegeNOW! processes. This timeline represents ideal situations. Understandably, there are circumstances that prevent rigid adherence to this timeline. It is important to keep the CollegeNOW! Director informed of any issues that may arise. The CollegeNOW! Director is willing to work with high schools to achieve the best outcome for high school students.

- **October 15 deadline—Last Minute Testing For the Approaching Spring Semester** - If there are students needing to complete ACCUPLACER testing for spring High School Select and Campus Select classes, the high school designee needs to contact the College NOW! Office on the Scottsbluff campus at (308) 635-6715 or (308) 635-6716, the Student Services office on the Alliance campus at (308) 763-2002, or the Student Services office at the Sidney Campus at (308) 254-7441.
- **November 1 Deadline—Registration for College Select Classes for the Approaching Spring Semester** - Student registrations for all College Select classes must be completed and returned to the high school counselor or WNCC Student Services office at the Scottsbluff, Alliance, or Sidney campus. High school counselors/administrators will be advised as to where registrations are to be returned before being sent to the nearest WNCC campus.
- **November 15 deadline—High School Select Course Planning for the Approaching Academic Year** - High school personnel will identify the class, or classes, they want to offer for the Fall and Spring semesters in the coming year and then contact the College NOW! Director at WNCC to discuss the class offerings. At this time, in consultation with WNCC faculty and administration, the determination will be made on the appropriateness of the proposed High School Select offering.
- **December 1 deadline—Dual Credit Proposal Sheets and Course Syllabi for the Approaching Spring Semester** - The College NOW! Director turns in all Dual Credit proposal sheets and course syllabi to the Educational Services office for registration numbers. The Educational Service office will create the registration numbers. The College NOW! Director will send the registration numbers to high school counselors via email.
- **December 1 Deadline—Information Regarding Time and Place of High School Select Classes for the Approaching Spring Semester** - The designated high school official will need to have finalization of times, dates, room number, etc. for High School Select classes completed. The High School official can send completed copy of *Proposal for off-campus, Dual-Credit Offering* to College NOW! personnel. The CollegeNOW! staff will work with the high school personnel to complete the process.
- **January 3 Deadline—Confirmation of High School Select Courses for Approaching Spring Semester Registration** - The CollegeNOW! Director will email the Call and Section numbers for High School Select courses to the respective counselors. Based on college start date, high school student registration deadlines will be determined by WNCC. These registrations will be due within one week of the college start date.

- **February through May—Placement Testing for the Approaching Academic Year** - If the placement test (ACCUPLACER) is a prerequisite for student registration, the high school needs to arrange for students to complete the ACCUPLACER exam. Arrangements can be made by contacting the Student Life and Engagement Center at the Scottsbluff Campus (308) 635-6050, the Student Services office at the Alliance Campus (308) 763-2002 or the Student Services office at the Sidney Campus (308) 254-7441.
- **March 1 deadline—High School Select Staffing Decisions for the Approaching Academic Year** - High school personnel contact the CollegeNOW! Director in order to identify the instructor proposed to teach the High School Select class. The identified instructor must submit the required documentation to be determined qualified to teach the course for WNCC. If the instructor has been approved within the past three years, no application materials are needed.
- **June 15 Deadline—Registration for College Select Classes for the Approaching Fall Semester** - Student registrations for all College Select classes must be completed and returned to the high school counselor or WNCC Student Services office at the Scottsbluff, Alliance, or Sidney campus. High school counselors/administrators will be advised as to where registrations are to be returned before being sent to the nearest WNCC campus.
- **June 15 Deadline—Syllabi and Course Outlines Due for the Approaching Academic Year** - High School Select instructors must turn syllabi and course outlines in to CollegeNOW! personnel. Staff in the CollegeNOW! office will deliver this information to the Educational Services office for approval by Division Chairs. Master syllabi are available to use as templates from the Educational Services office.
- **July 1 Deadline—Information Regarding Time and Place of High School Select Classes for the Approaching Fall Semester** - The designated high school official will need to have finalization of times, dates, room number, etc. for High School Select classes completed. The High School official can send completed copy of *Proposal for off-campus, Dual-Credit Offering* to College NOW! personnel. The CollegeNOW! staff will work with the high school personnel to complete the process.
- **August 10 Deadline—Confirmation of High School Select Courses for Fall Semester Registration** - The CollegeNOW! Director will email the Call and Section numbers for High School Select courses to the respective counselors. Based on college start date, high school student registration deadlines will be determined by WNCC. These registrations will be due within one week of the college start date.

## COLLEGENOW! ADMINISTRATION

### COLLEGENOW! PERSONNEL

The goal of CollegeNOW! is to develop and strengthen partnerships between high schools in the service area of Western Nebraska Community College. By remaining cognizant of each individual high school's goals and resources, the CollegeNOW! Director remains responsible for opening and maintaining a dialogue with each high school. The CollegeNOW! Director is responsible for the following as well:

- Remaining informed and up-to-date on Western Nebraska Community College's academic policies.
- Remaining informed and up-to-date on policies regarding the teaching of dual-credit courses.
- Communicating relevant information regarding CollegeNOW! events.
- Scheduling and coordinating CollegeNOW! meetings with high school counselors, administrators, and dual-credit facilitators.
- Working with college and high school faculty to inform them of new partnerships with high schools and/or changes to these partnerships.
- Reporting any problems students are having with their dual-credit course.
- Serving as a liaison between college faculty, high school counselors, and administrators.
- Remaining attentive to the needs of the students, high school curriculum, and expectations of area high schools.
- Meeting with parents and students.
- Working with Admissions and Career Advising directors.

CollegeNOW! advisors will assist the Director with many of the same duties. CollegeNOW! advisors may also be responsible for:

- Serving as a career advising resource for Western Nebraska high schools.
- Working with assigned faculty and staff, including Admissions and Advising.
- Informing high school students and parents about the Nebraska Career Education Model.
- Setting up ACCUPLACER test dates with high schools in conjunction Student Services.
- Facilitating orientations, information meetings, and other events.
- Assisting with registration for courses.

## 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 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.

## SYLLABUS

Master syllabi are available from the Educational Services Office. **All content must be present in the course syllabus.** A sample of the Master Syllabus is located in the Appendix.

## ADMINISTRATION AND PLANNING

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

- A *Memorandum of Understanding (MOU)* (See Appendix) 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.

## INFORMATION SHARING

It is important that the Director and high school personnel develop and maintain good communication. The school year moves along quickly, and there are deadlines and time schedules created to help make achieving objectives more likely. Please make note of the previous Timeline in this handbook. In addition, it is crucial to the success of these partnerships to share information.

## 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

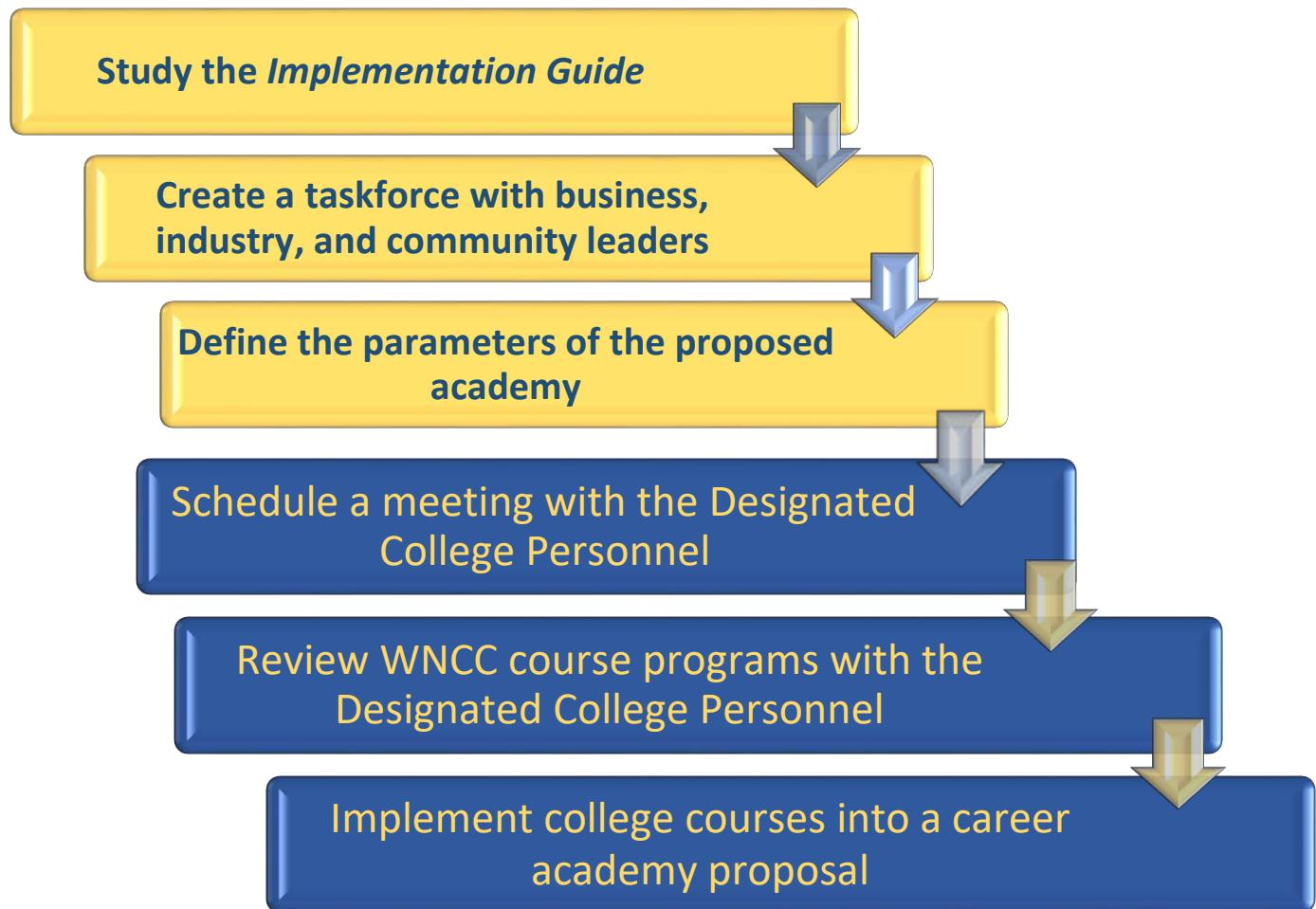
WNCC is prepared to be attentive to the requests and interests of high schools within the service area. There are, of course, logistical challenges that make course availability to schools difficult. Also, working to fill instructor positions as new dual-credit course are created can be challenging.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

## CAREER ACADEMIES

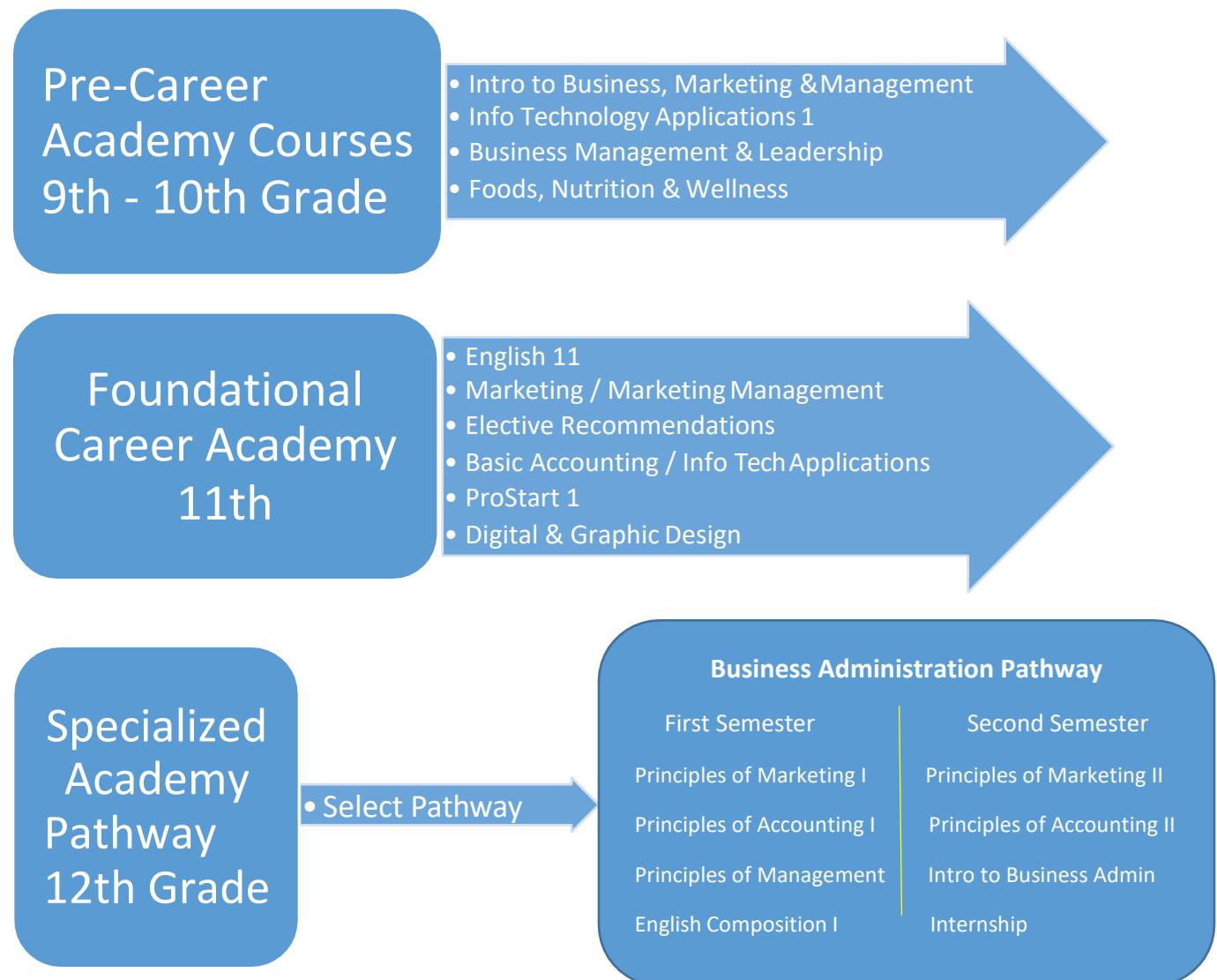
Career Academy legislation was passed in November 2013. Career academy is defined as “a sequence of credit-bearing academic and career technical courses which reflect a Career Cluster [...]” (NDE). Under Title 92, Rule 47, the Nebraska Department of Education created an implementation guide for high schools. This may be found at: [https://issuu.com/necareered/docs/career\\_academies\\_implementation\\_guide](https://issuu.com/necareered/docs/career_academies_implementation_guide)

High schools interested in setting up career academies that will include WNCC college courses may follow the process below:



As stated in the *Implementation Guide*, “‘Rule 47’ is a designation of quality and compliance with state and national standards of operation for career academies” (26).

Career academies are built following the Nebraska Career Education Model. By reviewing the course programs with the CollegeNOW! Director, school administrators can develop a career academy that incorporates the Career Education Standards, WNCC classes, and is specific to a high school and its community needs. Below is an example of Business Administration career academy:





## Appendix

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## 2018-2019 Faculty by Academic Department

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### ACADEMIC ENRICHMENT, LANGUAGE, & FINE ARTS

**Chair:** Jennifer Pedersen, English  
 Deb Carpenter-Nolting, English & Foundations  
 Brian Croft, English  
 Susan Dickinson, English, Foundations, & ESL  
 Robin Hayhurst, Foundations & Professional Education  
 Kenneth Hopkinson, Speech & Forensics  
 Nathaniel Johnson, Music (*Instrumental Activities Director*)  
 Yelena Khanevskaya, Art  
 Patrick Newell, Music (*Choral Activities Director*)  
 William Sheffield, Speech & Forensics  
 Robert Thompson, Theatre  
 Robynn Whitter, English & Foundations  
 Stacy Wilson, Foreign Language  
 Amy Wisniewski, English, Foundations, & Reading

### BUSINESS & APPLIED TECHNOLOGY

**Chair:** Aletia Norwood, Business/Accounting  
**Director of Applied Tech:** Charles Gregory  
 Corey Batt, Auto Body Technology  
 Aaron Gayman, Automotive Technology  
 Jeannette Johnson, Business & Office Technology  
 Daniel Joppa, Technical Studies  
 Jane Kelley, Accounting  
 Lex Larsen, Applied Agriculture  
 Jon Leever, Aviation  
 William Loring, Information Technology  
 Michael Mitchell, Aviation  
 Russell Pontarolo, Technical Studies  
 Frank Riley, Automotive Technology  
 Edward Salazar, Powerline  
 Bill Spurgeon, Information Technology  
 Scott Winters, Business

### HEALTH SCIENCES

**Chair:** Ronda Kinsey  
 Gina Ackerman Courtade, Nursing  
 Jessica Brumbaugh, Nursing  
 Lora Dahlgren, Nursing  
 Nicole Danielzuk, Health Information Management Systems (*Program Co-Director*)  
 Kelly Dean, Nursing

Marcene Elwell, Surgical Technology (*Program Director*)

Karalea Fisher, Health Information Management Systems  
 Mwafaq Haji, Medical Technology (*Medical Technology Technician Program Director*)  
 Amber Jacoby, Nursing  
 Graham Judd, EMS (*Program Director*)  
 Janice Judy, Nursing  
 Rebecca Kautz, Nursing (*Program Director*)  
 Erica Muhr, Nursing  
 Paula Weimer, BNA  
 Peg Wolff, Health Information Management Systems (*Program Co-Director*)  
 Sherri Yorges, Nursing (*BNA Program Director*)  
 Pamela Zitterkopf, Nursing

### MATHEMATICS & SCIENCE

**Chair:** Laurie Alkire, Mathematics  
 Erandi Gunapala, Mathematics (*Spring 2019*)  
 William Hanson, Biology  
 Lorin King, Sciences  
 Andrew Lenzen, Mathematics  
 Dave Nash, Biology  
 Dave Nelson, Chemistry  
 Tracy O'Neal, Biology  
 Nancy Resseguie, Mathematics  
 Tom Robinson, Mathematics  
 Scott Schaub, Mathematics & Engineering  
 Gus Seminario, Mathematics & Engineering  
 Andrew Shiers, Mathematics  
 Harishchandra Subedi, Chemistry  
 Amy Winters, Mathematics

### SOCIAL SCIENCES & HUMAN PERFORMANCES

**Chair:** Jacklyn Cawiezel, Psychology  
 Royce Ammon, Social Sciences  
 Colin Croft, Social Sciences & Humanities  
 Carrie Howton, Human Services & Psychology  
 Doug Jones, Physical Education  
 Michael Jones, Physical Education  
 Ananta Khatri, Psychology  
 Carolyn Pevey, Sociology  
 Tiffany Wasserburger, Criminal Justice  
 Patsy Yager, Early Childhood Education

**ADJUNCT FACULTY INITIAL APPLICATION FORM**

StartDate \_\_\_\_\_

Name \_\_\_\_\_

ID# \_\_\_\_\_

Completed by Education Services

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Non-WNCC Email: \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_

Business Phone (\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_

Date of Birth \_\_\_\_\_ Male \_\_\_\_ Female \_\_\_\_\_

Emergency Contact: Name \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

*able J Human Resources Use Only*

Human Resources use Only:

Position Title \_\_\_\_\_

GLNumber \_\_\_\_\_



## 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 the Associate Dean of Instructional Support Services in the Office of Education Services via mail (1601 E. 27<sup>th</sup> St., Scottsbluff, Nebraska 63961); email ([DillonE@WNCC.edu](mailto:DillonE@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.

## Page 2

- 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 27<sup>th</sup> 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;

## Page 3

- 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 Uskill 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.





TEST AREA	READING SKILLS				
TEST	ACCUPLACER	COMPASS	ACT	SAT	COURSE RECOMMENDATION
SCORE RANGE 1	20-43	0-54	1-12	<340	ACFS-0010R Basic Reading
SCORE RANGE 2	44-65	55-75	13-17	350-440	ACFS-0060R Reading Techniques
SCORE RANGE 3	55-65	65-75	14-17	380-440	ACFS-0065 Integrated Reading & Writing (a writing skills score range 3 or higher is also needed)
SCORE RANGE 4	66-120	76-100	18-36	450-800	English Composition 1 (writing skills score range 4 is also needed)
Score RANGE 4	66-120	76-100	18-36	450-800	Courses requiring a Reading prerequisite (ACFS-0060R or Reading Placement Exam)

TEST AREA	WRITING SKILLS				
TEST	ACCUPLACER	COMPASS	ACT	SAT	COURSE RECOMMENDATION
SCORE RANGE 1	20-54	0-27	1-12	<330	ACFS-0030W Basic Writing
SCORE RANGE 2	55-79	28-64	13-18	340-450	ACFS-0050W Developmental Writing
SCORE RANGE 3	72-79	50-64	15-18	380-450	ACFS-0065 Integrated Reading & Writing (a reading skills score range of 3 or higher is also needed)
SCORE RANGE 4	80-120	65-100	19-36	470-800	ENGL-1010 English Composition 1 ( a reading score range of 4 is also needed)

TEST AREA	NUMERICAL SKILLS				
TEST	ACCUPLACER	COMPASS	ACT	SAT	COURSE RECOMMENDATION
SCORE RANGE 1	20-68	0-46	1-17	<360	ACFS-0070M Basic Mathematics
SCORE RANGE 2	69-120	47-100	18-19	460-500	MATH-0160 Introductory Algebra, MATH-1050 Technical Math or BSTC-1500 Business Math

TEST AREA	ALGEBRA (Introductory/Intermediate/College)				
TEST	ACCUPLACER	COMPASS	ACT	SAT	COURSE RECOMMENDATION
SCORE RANGE 1	20-74	0-45	18-19	460-500	MATH-0160 Introductory Algebra, MATH-1050 Technical Math or BSTC-1500 Business Math
SCORE RANGE 2	61-74	38-45	19	480-500	MATH-0180 Integrated Algebra 1
SCORE RANGE 3	75-95	46-65	20-21	520-540	MATH-1010 Intermediate Algebra
SCORE RANGE 4	96-120	66-100	22-25	560-580	MATH-1150 College Algebra, MATH-1170 Mathematical Applications, MATH-1180 Math for Elementary Teachers or STAT-1100 Applied Statistics

TEST AREA	COLLEGE ALGEBRA				
TEST	ACCUPLACER	COMPASS	ACT	SAT	COURSE RECOMMENDATION
SCORE RANGE 1	20-44	0-45	22-25	560-580	MATH-1150 College Algebra, MATH-1170 Mathematical Applications, MATH-1180 Math for Elementary Teachers or STAT-1100 Applied Statistics
SCORE RANGE 2	45-85	46-79	26-27	600	MATH-1210 Trigonometry
SCORE RANGE 3	86-120	80-100	28-36	620-800	MATH-1600 Calculus 1 (student must have had coursework in Trigonometry)

**NOTE:** SAT scores do not cover the full range of the ACT scale due to the differences in how percentiles are distributed at the top and bottom of the two scales.

**The test results are valid for a maximum period of three (3) years from date of administration. Individuals who do not enroll at WNCC within three (3) years from the initial date of the test will be required to retake one of the above listed test.**

**WNCC assures learning opportunities for all - enriching lives, invigorating communities, creating futures.**

Western Nebraska Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, marital status, or military veteran status, as is defined by law, in employment, admissions to, or operation of its educational programs and activities, as prescribed by state and federal laws, regulations, and executive orders. Inquiries concerning the application of these laws and regulations to the College may be directed to the College's Equal Opportunity Officer, Mr. David Groshans, Vice President of Human Resources, WNCC, 1601 East 27th Street, Scottsbluff, NE 69361-1815, (308) 635-6105, groshans@wncc.edu; or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO, 64114-3302.

# Have you activated your WNCC student account?

1

Congratulations! You've been accepted to WNCC. Go to [wncc.edu](http://wncc.edu) and click "MyWNCC" in the top right corner to get started.

2

Click "I am new to WNCC" and follow the steps provided to retrieve your User ID and temporary password. DON'T close this window! Make a note of your User ID. This is your permanent WNCC User ID.

3

Retrieve your temporary password from your personal email account. Copying and pasting the temporary password works the best.

4

Go back to the original window. Click on the "Log In" button on the top right, and using your User ID and temporary password, log into your MyWNCC account.

5

Follow prompts to change your temporary password to a new password. Use the link provided on the left to access your WNCC Portal using your User ID and new password.

6

Access your WNCC email by clicking the "WNCC Email" icon. You're in! Read all of the great news we've sent you. Log out when you're finished. Your WNCC email address is [UserID@wncc.edu](mailto:UserID@wncc.edu) (example: [doej01@wncc.edu](mailto:doej01@wncc.edu)). This email address will be available to you while you are an active WNCC student.

## Did you know

that all official WNCC correspondence will be sent to your WNCC email account? This means your billing notifications, financial aid correspondence, graduation documents, **EVERYTHING!**

*You can also forward your WNCC emails to your personal email account when you select the "Forwarding" option in the Settings menu.*

For assistance, contact our eHelp Center  
[ehelp@wncc.edu](mailto:ehelp@wncc.edu)  
308.635.6071  
[libguides.wncc.edu/ehelp](http://libguides.wncc.edu/ehelp)

## 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**

## DROP SECTION

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**

**ADVISOR'S SIGNATURE**

---

DATE

FINANCIAL AID SIGNATURE

OFFICE USE  
ENTERED BY \_\_\_\_\_  
DATE \_\_\_\_\_

**RESIDENCE LIFE COORDINATOR SIGNATURE  
(IF APPLICABLE)**

RETURN COMPLETED FORM TO STUDENT SERVICES

**SYLLABUS**

**NAME**

**NUMBER**

**2017**

**SAMPLE**

**DIVISION  
PROGRAM**



## I. CATALOG DESCRIPTION

**Course Number**

**Course Name**

**Prerequisites/Co-Requisites:**

Description: Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sit.

**3.0 semester hours**

(..../..../..../) <sup>See Figure 1</sup>

## II. COURSE OBJECTIVES

Using this course as an instructional medium, the instructor will:

- A. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
- B. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.

## III. STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will be able to:

- A. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
- B. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.

## IV. CONTENT/TOPICAL OUTLINE

- A. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
- B. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
  - 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sit.

## V. INSTRUCTIONAL MATERIALS

- A. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sit.
  - 1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec sit.

## VI. METHOD OF PRESENTATION

Methods of presentation are determined by the individual instructor, but typically include a combination of the following:

- A. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
- B. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.

## VII. METHOD OF EVALUATION

- A. Methods of evaluation are determined by the individual instructor, but typically include:
  1. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
  2. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donecsit.
- B. Instructors will distribute and discuss evaluation and his/her grading policies with students at the beginning of each term.

## VIII. CREDIT HOURS AND OUT-OF-CLASSROOM PREPARATION

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

At WNCC, a semester **credit hour** is normally 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.

## IX. 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

## X. EQUAL ACCESS

Western Nebraska Community College seeks to make all programs and services, including electronic and information technology, 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 (and disability officer) at (308) 635-6090. Helpful information is also available in the *"Transition Guide for Students with Disabilities"* on the WNCC Web site under Disability Services.

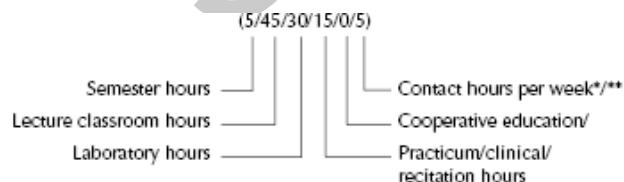
## XI. TITLE IX STATEMENT

WNCC students have the right to an educational environment free from all forms of prohibited discrimination and sexual harassment (sexual assault, domestic and dating violence, and gender, orientation or sex-based bullying, stalking, or harassment). If you experience any form of gender, orientation or sex-based assault, discrimination, or harassment, know that WNCC has help and support available.

Please be aware that all college employees who become aware of these forms of discrimination and harassment are required to promptly report to the Title IX Coordinator or a Title IX Deputy Coordinator. This means that if you tell someone about a situation involving these issues, they must share the information with the college's Title IX Coordinator. The only exception is the college's counselor whose role provides a legal privilege of confidentiality.

If you wish to speak to someone confidentially, you can meet with the Counseling Director at the WNCC Counseling Center on the Scottsbluff campus located in the main building in the Student Learning and Engagement Center area, or by calling (308) 635-6090. Appointments are available on all WNCC campuses

**Figure 1: Explanation of Credit Diagram**



\*contact hours are calculated based on a 15-week semester; actual length of class may vary

\*\*V=variable

## Entering Midterm/Final Grades

You can submit grades from any computer with an Internet connection.

Registrar's Office  
Roger Hovey 308-635-6012  
[rhovey@wncc.net](mailto:rhovey@wncc.net)

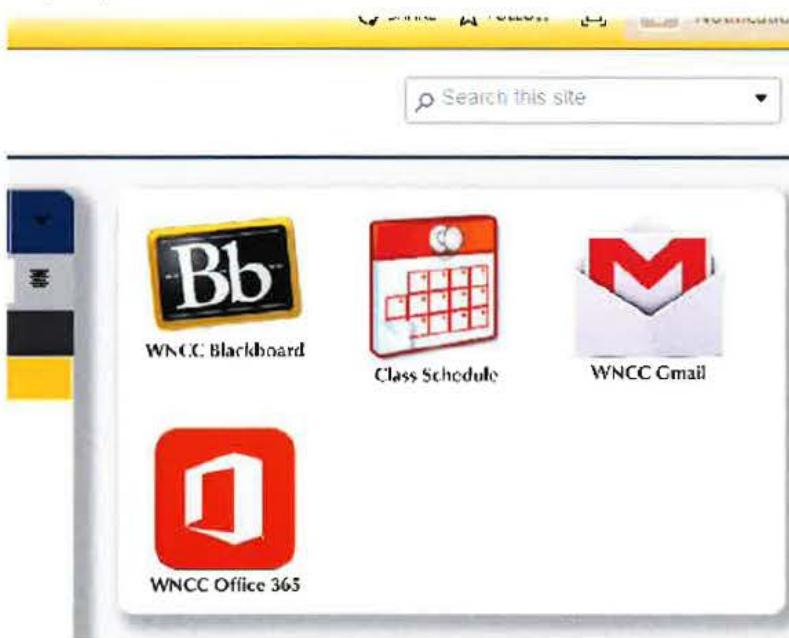
1. Log in to your MyWNCC Portal

<http://my.wncc.net>

Use your WNCC username and password.



2. Once you are in your portal, click on "Class Schedule" which can be found in the upper right hand corner.



3. You will likely be prompted to log in again so just use your same credentials to do so.
4. You will then be directed to a list of the courses you are teaching for WNCC. Click on the link that says "Mid-term and Final Grade Entry".

BB	X	A	R	Synonym Name	Title	Start Date	End Date
BB	X	A	R	051635	PSYC-2090-SC02 Abnormal Psychology	11:00AM 11	
BB	X	A	R	051565	PSYC-1810-SC05 Introduction to Psychology	02:00PM 03	

Your Advises

Student Daily Attendance (Faculty use only, not for institutional reporting)  
Institutional Attendance Report (Required at selected dates)  
Mid-term and Final Grade Entry  
Xact Retention Tool-Staff  
Full Roster Information  
New Full Roster Information (beta)  
Signature Attendance Sheets  
Edit your Daily Schedule  
Request a Blackboard Section  
Print your Faculty Schedule for 2015/FR  
Print your Faculty Daily Schedule for 2015/FR  
Transfer your Faculty Daily Schedule for 2015/FR into MS WORD

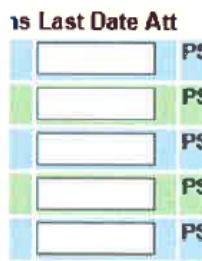
5. The next screen contains the courses you are teaching for WNCC. Please click on the button next to the course to select the class for which you are entering grades.

SECTION	TIME	STATUS
PSYC-1810-SC05	Introduction to Psychology 02:00PM	
PSYC-2090-SC02	Abnormal Psychology 11:00AM	

[Click this to view add/drop](#) [ADVISSEES](#)

6. Enter the appropriate grade for each student. The grade range on the form is as follows:

- A, B, C, D, F, with + and – grades as needed, or
- P (Pass), N (No Pass), or
- T (Audit) or I (Incomplete)
- W (Withdraw)
- If a student is assigned a W or F for a final grade, please indicate the “Last Date of Attendance”.



Those students reported as NOSHOW and not attending through the Institutional Attendance Report will display on the grade entry screen.

For midterm grades, please make sure to “save and return” once you are done.

Also if a student is assigned a grade of “F” at midterm, DO NOT include a last date of attendance if the student is still attending class.

#### NOTES for Final Grade Entry

- You may enter final grades anytime from 10 days before the end of the class until 5 days after the term that the class is scheduled. You may return to edit these grades during this time range.
- If you use the “save and lock grades” button at the bottom of the screen the Registrar’s office can the process the grades immediately, making them available more quickly to the students. Once locked, you cannot return to edit grades.
- Remember, the last date of attendance is ONLY to be used for students who stopped attending during the term or earned an F at the end of the term.

**MEMORANDUM OF UNDERSTANDING**  
**Dual Credit Enrollment**

This Memorandum of Understanding ("MOU") is entered into by and between Western Community College Area, which operates Western Nebraska Community College, hereinafter referred to as "WNCC", and \_\_\_\_\_ School District, a Class III school district organized pursuant to §79-405 et seq., (Reissue of 2014), hereinafter referred to as "SCHOOL DISTRICT".

WHEREAS, the parties are desirous to enter into an agreement for dual credit enrollment, thereby providing high school students the opportunity to obtain college credits.

NOW, THEREFORE IT IS AGREED BY AND BETWEEN THE PARTIES AS FOLLOWS:

1. WNCC and SCHOOL DISTRICT shall specify each specific course that will be eligible for dual credit instruction, setting forth as an addendum to this contract the minimum:
  - a. The description of the course and curriculum of said course;
  - b. The name and qualifications of the instructor, who shall be an employee of SCHOOL DISTRICT and who has been approved as an adjunct instructor for WNCC; or
  - c. The name of a qualified WNCC instructor who has attained a Postsecondary Teaching Permit and/or other required certificate or endorsement; and
  - d. The date and time of delivery of services, and the location of delivery of services.
2. Students receiving dual credit instruction will be registered as students at WNCC. Students will pay tuition at fifty percent (50%) of current rates, plus fifty percent (50%) of fees. The students are responsible for all course related fees and materials. SCHOOL DISTRICT will work with students and assist students in obtaining books and materials for said course.
3. WNCC and SCHOOL DISTRICT shall comply with the Family Educational Rights and Privacy Act (FERPA) as amended. For dual enrollment students, the students' postsecondary records must be treated by WNCC like any other WNCC student, and his/her records may only be provided to parents as allowed by

FERPA guidelines. Educational records relating solely to the students' K-12 activities can be released to parents without the student's consent (as long as the student is 17 years of age or younger).

According to the Department of Education, "If a student is attending a postsecondary institution - at any age - the rights under FERPA have transferred to the student. However, in a situation where a student is enrolled in both a high school and a postsecondary institution, the two schools may exchange information relating to that student. If the student is under 18 years of age, the parents still retain the rights under FERPA at the high school and may inspect and review any records sent by the postsecondary institution to the high school." All such requests shall be directed to the participating high school not the college.

4. Grading Policy. All WNCC courses will follow grading criteria and scales as identified in course syllabus in the WNCC student handbook. Academic students will receive a course syllabus at the beginning of each course.
5. Course Transfer. It is anticipated that some, but not all, courses will be college level courses that may be transferred to other schools of higher education. Each college or university makes its own determination as to whether a college course will be accepted for credit. WNCC and SCHOOL DISTRICT do not represent that course credits are transferable to other higher education institutions. Students anticipating using college credit course transfers should contact their high school counselor or WNCC transfer advisor.
6. WNCC shall pay to SCHOOL DISTRICT an amount equal to the amount received by WNCC for tuition and fees for students registered pursuant to this Dual Credit Agreement. This amount shall be based from the actual amount received by WNCC for said course and shall be paid to SCHOOL DISTRICT prior to the end of the semester. This payment is intended to reimburse SCHOOL DISTRICT for teaching staff and use of SCHOOL DISTRICT facility for purpose of providing said dual credit instruction.
7. This agreement shall commence at the beginning of the 2016-2017 school year and shall continue each year thereafter unless terminated by mutual agreement.

of the parties, or by one party sending written notice to the other party prior to July 1<sup>st</sup> of its intention to terminate this agreement for the ensuing school year.

IN WITNESS WHEREOF, the parties have executed this Memorandum of Understanding on the dates set forth by their respective names.

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(SCHOOL DISTRICT)

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Superintendent of Schools

WESTERN NEBRASKA COMMUNITY  
COLLEGE (WNCC)

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Dr. Todd Holcomb, Its President

SAMPLE





## 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:

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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 \_\_\_\_\_

**High School Personnel Selects Course**

Contacts CollegeNOW! (308) 635-6715

**High School Personnel Determines Instructor to teach HS Select Class**

Acquires Materials for Adjunct Review (Transcripts, Resume, LOR). Sends these to CollegeNOW!

**High School Personnel Acquires Course Materials**

Course Syllabus, Course Outline

Sends these materials to CollegeNOW!

CollegeNOW! Sends Proposed High School Instructor Materials to Educational Services

**Approval by Department Heads Needed**

High School Personnel need to finalize Times, Dates, Room Numbers, etc. for HS Select Course

**HS Personnel sends Times, Dates, Room Numbers to CollegeNOW!**



CollegeNOW! Creates *Proposal for Off-Campus Dual Credit Offering*

CollegeNOW! Will Email the Call Numbers and Section Numbers to the respective HS Counselors

**Textbook information is verified**



**High School Personnel Schedules ACCUPLACER Testing for Students (if needed). Contact CollegeNOW! (308) 635-6715**



## 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 Ellen Dillon, Associate Dean of Instructional Support Services at (308) 635-6787.

