



**Western Nebraska
Community College**



CollegeNOW! Handbook

Guide for Counselors



2026-2027





Western Nebraska
Community College

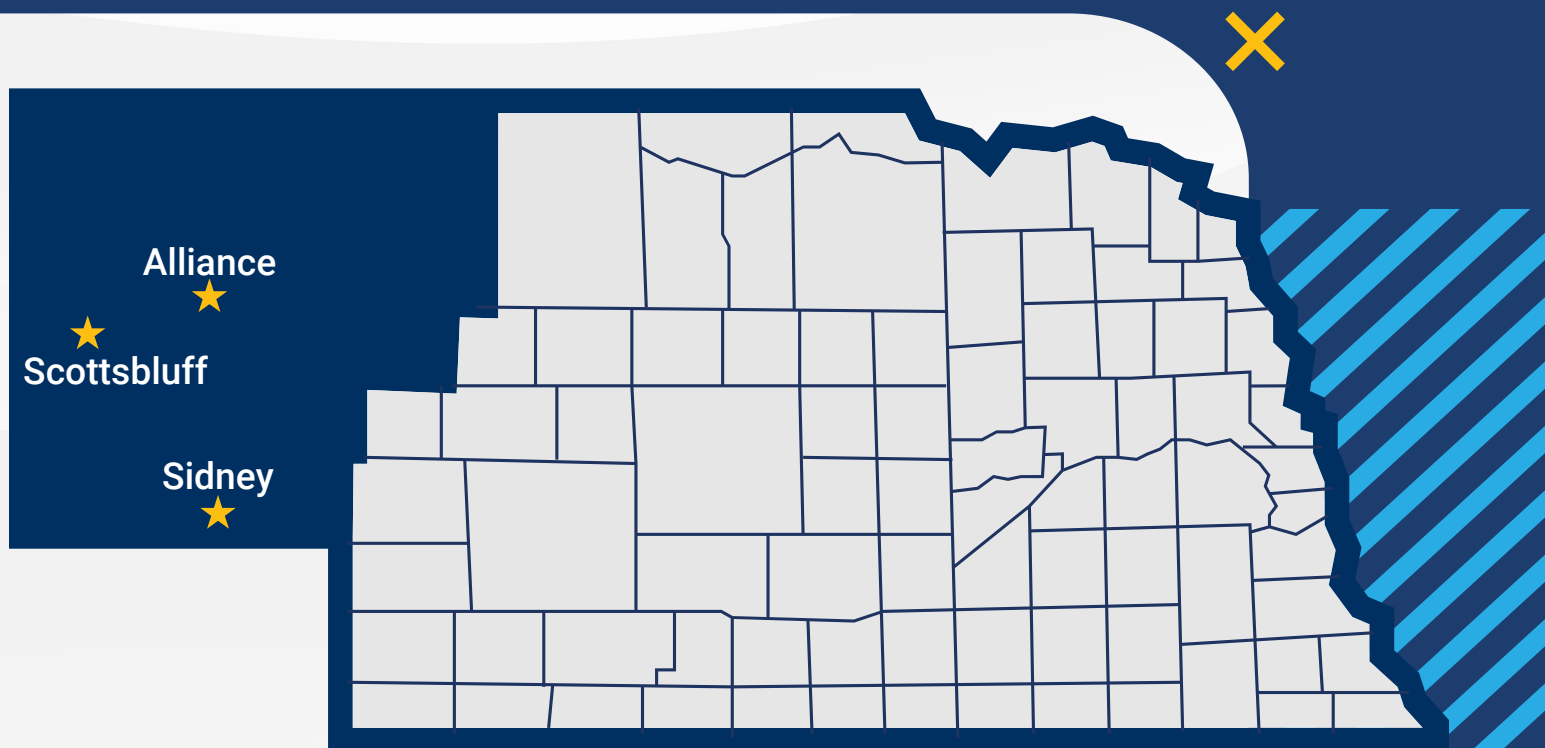


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SERVICE AREA



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

HIGH SCHOOLS IN OUR SERVICE AREA

Alliance
Banner County
Bayard
Bridgeport
Chadron
Cody-Kilgore
Crawford
Creek Valley
Garden County

Gering
Gordon-Rushville
Hay Springs
Hemingford
Hyannis
Kimball
Leyton
Minatare
Mitchell

Morrill
Potter-Dix
Scottsbluff
Sidney
Sioux County
South Platte
V.A.L.T.S.

WNCC STUDENT SUPPORT CONTACTS

Jennifer Pedersen	pedersen@wncc.edu	308.635.6078	CollegeNOW! Director
Demi Santero	santero7@wncc.edu	308.635.6715	CollegeNOW! Coordinator
Laurie Parker	schaneml@wncc.edu	308.635.6074	CollegeNOW! & Math Readiness Coordinator
Brian Elkins	elkinsb@wncc.edu	308.635.6013	Registrar
Connie Lutz	lutzc5@wncc.edu	308.635.6104	Assistant Registrar & International Student Specialist
Emily Norman	normane1@wncc.edu	308.635.6123	Dean of Student Services
Tammy DuBray	dubrayt@wncc.edu	308.763.2002	Student Support Specialist Alliance Campus
Regina Kuhns	kuhnsr3@wncc.edu	308.254.7430	Student Services Coordinator Sidney Campus
Tammie Kleich	kleicht@wncc.edu	308.635.6072	Testing & Tutoring Services Director
Katie Moser	moserk1@wncc.edu	308.635.6346	Career Pathways Advisor

COLLEGENOW! COMMON LANGUAGE

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

- **ACCUPLACER** – Accuplacer is an integrated system of computer-adaptive assessments designed to evaluate student’s 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, discussions boards, virtual chat, online quizzes, online lectures, grades, and more. Most course assignments will be ran through Blackboard.
- **College Credit** – Credit awarded through successfully completing a college course.
- **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, humanities, and personal development.
- **Nebraska Transfer Initiative** – The Nebraska school specific agreement between four-year and two-year institutions regarding the transfer of college credit. Specifically for courses completed in general education.
- **Prerequisite** – Prior completion of lower-level college courses and/or appropriate placement testing required for specific college courses. Prerequisites are mainly used in math and English courses.
- **Syllabus** – A contract provided by the instructor establishing the objectives and requirements for a college course and the policies regarding student behavior.
- **Transistional Advising** – Intentional advising offered to high school students interested in taking courses from WNCC.
- **myWNCC** – The website accessible after a student is registered. It is the primary means of communication for WNCC staff, faculty, students, and adjunct faculty.

THE COLLEGENOW! STUDENT

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

- They live in the WNCC service area and attend a Nebraska high school or are enrolled in a Nebraska home-school association.
- They are classified as a high school junior or senior. A student younger than a junior must submit the “Request for Underage Enrollment” form and go through the approval process.
- 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.
- The student must be registered for class prior to the first day of classes.

It is important students work closely with their high school counselors 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. Not passing courses could also have financial aid implications, so it is important students and counselors carefully plan their courses.

ADMISSIONS PROCESS

APPLYING FOR ADMISSION

All students wishing to participate in WNCC’s dual-credit program must complete a “CollegeNOW!” (High School Dual Enrollment) application prior to testing or registration. This beginning process will create a student’s official WNCC account and allow College personnel to enter placement scores and grades. Students can access the application through this link: <https://apply.wncc.edu/>

Students needing additional help to complete the process may access this video tutorial: <https://wncc.screencasthost.com/watch/cOVqAnrHLf>

PLACEMENT TESTING FOR STUDENT ELIGIBILITY

English and math courses have prerequisite skills that must be met before students can register.

Prerequisite placement is most commonly earned through ACT/SAT scores. Students are assessed in English, math, and reading. If prerequisite scores from the ACT/SAT tests do not meet the required criteria, students may take the ACCUPLACER on any of the three WNCC campuses by appointment.

High schools wishing to test a group of students may contact the CollegeNOW! office for scheduling test dates. Only students wishing to enroll in dual-credit English or math classes will be allowed to test.

- Students must complete a WNCC CollegeNow! application for admission prior to testing
- Students must meet the testing prerequisites prior to the registration deadlines.
- Students who do not meet prerequisite scores with an ACT or Accuplacer score may still be eligible to enroll based on WNCC’s multiple measures parameters. These are listed on The WNCC Course Parameter Sheet.
- Before students take ACCUPLACER tests, they are encouraged take the practice test. The practice test is online at the following address: <https://practice.accuplacer.org/login>
- Students who successfully complete a college-level English or math course will not be allowed to enroll in a lower level course.

MYWNCC (STUDENT PORTAL)

Each student taking a CollegeNOW! course is required to log into myWNCC. To log in, go to www.wncc.edu, click on myWNCC in the upper right-hand corner of the page. If students are taking a Campus Select or online course, it is important to get logged into myWNCC as quickly as possible. Classroom materials are accessed through Blackboard. This video link will walk students through the process of accessing their portal for the first time: <https://www.youtube.com/watch?v=wTPAdWSZGjw>

Students can view their schedule, instructor name, grades, and request transcripts on myWNCC. If students have trouble accessing the portal, they can contact the eHelp Center for further guidance at **308.635.6071** or at ehelp@wncc.edu. Help is also available through text message at **308.225.5015**.

REGISTRATION PROCESS

REGISTERING FOR FALL/SPRING COURSES

All student registrations must be submitted by each high school's counselor or designee. WNCC will not accept registrations from individual students or their parents.

The registration form **found on page 10** should be used for all course registrations. CollegeNow! will not process registration requests from an email or a high school class roster. Multiple students and their courses may be listed on the same form as a new form for each student is not required. This form will be used for registration through the start of the semester. Beginning the first day of classes, an institutional add/drop form must be used. **You can find this form on page 11.**

Students registering for summer courses must also apply through their respective counselors. Charges for these courses will be billed directly to the student at a normal tuition rate.

HIGH SCHOOL SELECT COURSES

High schools may be approved to teach college credit courses on their respective campuses. Steps to complete the approval process include the following steps:

- High school instructors must work with the appropriate academic Division Chair to ensure they meet adjunct teaching qualifications.
- High school counselors must submit a completed "Course Proposal Form" to the CollegeNow! department and have this approved prior to students being enrolled. **See page 12.**
- High school select courses must follow the same academic calendar and grading policy as other WNCC courses.
- Instructors must use the same master syllabi and textbooks as required for the same courses held on the WNCC campus.
- Instructors must use Blackboard to report total grades once every three weeks, as well as midterm and final grades.

COST OF ATTENDANCE

Tuition for dual-credit students is free for the 2026-2027 school year. Students will be responsible for any special fees associated with some courses (labs, welding, or art, for example).

Dual-credit students will be charged the normal tuition rate if they need to re-take a class they dropped or did not pass. Students will also be charged the normal tuition rate for any courses in which they enroll during the summer session.

ADDING A CLASS

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

DROPPING A CLASS - NO PENALTY

A student may drop a course with no penalty (the course will not appear on a student's transcript during the first 10 days of scheduled classes in the regular term in the fall and spring semesters, the first five (5) days of an eight-week session, or dates pro-rated to any academic term of a different duration. Classes that are dropped during this first 10-day period shall be removed from the student's initial registration and no record of any kind shall be retained.

WITHDRAWING FROM A CLASS

All requested student drops after the first ten (10) days of a class must be accompanied by the student's and high school counselor's signature as well as the instructor's signature and last date of attendance on a WNCC Drop form. These drops will be reflected on the student's transcript as a W. All drop forms must be submitted to the CollegeNOW! department before the official withdrawal date.

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

DROP FOR NON-ATTENDANCE

Non-attendance submissions are due to the Office of the Registrar by the designated deadline each semester. These are facilitated by the respective course instructor.

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

TEXTBOOKS & MATERIALS

Students or school administrators may purchase textbooks and materials from the Cougar Bookstore, in person, or online at <https://wncc.edu/student-life/bookstore>. If students choose to purchase their textbooks and materials from other sources, they are responsible for ensuring they purchase the correct materials. Please refer to the course syllabus, or contact the bookstore for specific textbook information. **Students must have their textbooks on the first day of class.**

STUDENT ACADEMIC EXPECTATIONS

EXPECTATIONS & REQUIREMENTS

Whether students enroll in Campus Select or High School Select courses, they are required to adhere to the academic standards of college-level classes. Students may be exposed to mature content or subject matter indiscriminate of age or class standing. Exceptions to course content will not be made. Students should expect to participate in college-level discussions appropriate for adult learners.

- Students in High School Select courses have the same syllabus and textbook (unless another is approved by a WNCC official).
- The High School Select instructor submits total grades every three weeks, midterm 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. All grading must follow the WNCC grading scale (see WNCC's College Catalog for more information).
- Students are required to work with a high school and/or the CollegeNOW! department to develop a postsecondary education plan.
- Students are expected to follow WNCC's Academic Integrity policy as printed in the syllabus for each class and the WNCC Student Handbook.
- Students are expected to follow the [Student Conduct Policy](#) printed in the WNCC Student Handbook.
- Course Catalogs can be found under the [Academics tab](#) on the WNCC website homepage.
- Students taking any WNCC course are expected to obtain the necessary materials and/or textbooks prior to the start of the semester.
- Students are expected to arrive on time and prepared for classes - this includes having the necessary course materials and dressing appropriately when required.
- Students are required to follow the WNCC academic calendar for WNCC classes. There may be times when a high school is not in session, but a WNCC class will still meet.

ACADEMIC INTEGRITY

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

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

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

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

- **Cheating:** Misrepresenting one's own knowledge or abilities through the use of unauthorized materials, devices, or assistance from others (or assisting others in their attempts to cheat).
- **Collusion:** Two or more persons coordinating their efforts to misrepresent one's individual efforts towards a course or assignment.
- **Fabrication:** Deliberately inventing or falsifying information or making false statements to avoid submitting an assignment or exam by the scheduled due date.
- **Plagiarism:** Using someone's words, ideas, or data without providing appropriate acknowledgement.

CREDIT HOURS & OUT-OF-CLASS PREPARATION

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

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

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

GRADING POLICY

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

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

GRADING APPEALS

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

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

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 Withdrawl, Not Failing	No Effect
AU	Audit	No Effect

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

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

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

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

Step 3: Elect to file a written grade appeal to the Associate Dean of Instruction for referral to the Grade Appeal Committee.

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

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

Students who question an instructor's personal treatment of the student may discuss the matter first with the appropriate Division Chair, then with the Dean of Students if the issue is not resolved.

STUDENT COMMUNICATIONS

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

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

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

The CollegeNOW! office is available for support and assisting with processing issues in relation to grade appeals, student complaints, and student/instructor relations.

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

ABSENCE FROM CLASS POLICY

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

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

Students who plan to be absent for school-sponsored activities must speak to their instructors prior to the absence. The student and instructor should work together on a plan to complete the work that may be missed during class.

ABSENCE FOR EMERGENCIES

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

ABSENCE FOR RELIGIOUS OBSERVATION

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

DISABILITIES & ACCOMODATIONS

Students' 504/IEP plans from individual high schools will not carry over to WNCC. However, a student wishing to request an accommodation may do so by following these steps: The first step in WNCC's accommodation process is for the students to complete the accommodation request form. On this form, they can upload their current 504/IEP plans and any other supporting documentation. This form then routes directly to the Dean of Students, and it is reviewed by a small team. If appropriate documentation has been provided, the Dean of Students will work with the student on an accommodation plan that will be shared with instructors as needed.

The following link is to the request form: https://cm.maxient.com/reportingform.php?WesternNebraskaCC&layout_id=17

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

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

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

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

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- Right to limit disclosure of “personally identifiable information” contained in education records.

Authorization for Release of Information

Students who wish to provide confidential information (such as grades, academic progress reports, financial aid information, etc.) to specified individuals may make this authorization online through their WNCC portal. WNCC will communicate grades or class issues with students’ respective school personnel; however, if students wish to have their parents inquire about their WNCC status, a release of information must be on file.

Questions related to FERPA may contact the **Office of the Registrar at 308.635.6013**.

CAMPUS RESOURCES

Academic Testing & Tutoring Center

The Academic Testing & Tutoring Center is located in the Main Campus Building on the Scottsbluff Campus. Please check the [center’s webpage](#) for current hours of operation. Appointments are strongly encouraged.

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

Buddy's Books and Bistro

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

<https://www.wncc.edu/student-life/bookstore>

Career Pathways & Advising Center

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

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

<https://www.wncc.edu/academics/academic-resources/student-success-advising>

Library Resource Center

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

eHelp

eHelp assists students, staff, and faculty with access and basic technical problems using the myWNCC portal, WNCC e-mail, and Blackboard. Please contact eHelp by phone at 308.635.6071, by email at ehelp@wncc.edu, or by text at 308.225.5015.

OPTIONS AFTER DUAL-CREDIT

The courses students take as a dual-credit student will transfer into WNCC certificates, diplomas, and degrees. During their senior year, WNCC advising staff would love to meet with each student and discuss how a degree can be completed with us. The advising staff will help dual-credit students apply to be a degree-seeking student, help with scholarship opportunities and financial aid, and help with applying for on-campus housing. A degree from WNCC will then transfer to 4-year institutions when they are ready for the next step

TRANSFER PROCESS

WNCC dual-credit courses fit seamlessly into WNCC associate degrees or certificates, as well as into the general studies programs at regional colleges/universities. The surest way to ensure course transfer is for students to get their associate's degree from WNCC, as the entire degree will transfer to most institutions and replace the respective institution's general core classes. It is unusual for a degree to not be accepted by another college.

If dual-credit students choose to continue their education with WNCC after high school, they will need to first complete a new "Application for Admission." This link will get this them started: <https://apply.wncc.edu/>

Students will want to complete this application process by March 1 and include their high school transcripts to be considered for early admission scholarships. WNCC's general scholarship application also has a March 1 deadline.

WNCC DEGREE OFFERINGS

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

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

CollegeNOW! students are not eligible to enroll in Aviation Maintenance courses (Sidney Campus), Nursing Programs (All Campuses), or Powerline Construction & Maintenance Technology courses (Alliance Campus). However, dual-credit students can begin working on general education coursework that will fit into these programs.

More information about degree programs is available at: <https://www.wncc.edu/academics/programs-of-study/index>

TRANSCRIPT REQUESTS

Unofficial Transcript

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

Official Transcript

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

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

<https://www.parchment.com/u/registration/33014/institution>

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 an associate's degree should be selected by the student in consultation with a transfer advisor and the institution to which they are transferring.

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

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

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

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



Participating institutions in this initiative include:

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

STUDENT RIGHTS & RESPONSIBILITIES

Campus Security Act

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

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

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

Clery Act

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

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

Consumer Information and Federal Student Right to Know Act

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

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

Equal Access Policy

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

Non-Discrimination Statement

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

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

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

www.wncc.edu/about-wncc/leadership/board-of-governors/policies

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

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

Or concerns can be directed to:

Director, Office of Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO, 64106-2106

ADMINISTRATION AND PLANNING

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

- A Memorandum of Understanding (MOU) between WNCC and each service area high school must be completed annually for a dual-credit program on a regular basis.
- The college must maintain a current human resource file for each faculty member teaching dual-credit courses.
- The college must maintain current and accurate student records.
- The CollegeNOW! Director is the official point of contact for WNCC's CollegeNOW! program and has been designated as the WNCC liaison. The CollegeNOW! Director, or designee, visit schools at least once every school year.

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)
- 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

WNCC DUAL-CREDIT CERTIFIED INSTRUCTORS

Zzyzx Brown
Aaron Gayman
Regan Hodsden
Daniel Joppa
Wayne Lund
Justin Nollette
Mai Lee Olsen
Russell Pontarolo
Frank Riley
John Russell
Justin Gipe
Jacilyn Jacobsen
Jane Kelley
Aletia Norwood
Elizabeth Ravenscroft
Scott Winters
Dustin Brauer
Sheila Clemens
Karalea Fisher
Amber Jacoby
Katie Kimball
Tiffany Leetch
Nancy Leisy
Sallie Lucke
Jennifer Mills
Betsy Mitchell
Rose Parker
Nichole Pourier
Mary Sanchez
Kimberly Thomas
Aimee Wheeler

William (George) Arnold
Holly Boomer
Violette Briggs
Kenia Brown
Ricardo Caudillo
Brian Croft
Joey Dohse
Jeffrey Downey
Kinley Hadden
Jessica Hanks
Robin Hayhurst
Nathaniel Hurley
Yelena Khanevskaya
Kathryn Leber
Todd Menghini
Jennifer Pedersen
Bridget Raben
William Sheffield
Sarah Soto
Andrew Stobel
Mykayla Torres
Stacy Wilson
Curt (CJ) Bach
Amanda Cochran
Erandi Gunapala
Lacy Krakow
Andrew Lenzen
Steven Posey
Nancy Resseguie
Andrew Shiers
Michael Wesch

April Young
Carl Baird
Lynn DeSanto
Mark Freeling
Lorin King
Sari Landers
Stacey Meisner
David Nelson
Jeremy Reimers
Thomas Robinson
Katherine Schneider
Harish Subedi
Allisha Weitzel
Royce Ammon
Jacklyn Cawiezel
Nicole Crook
Hallie Feil
Travis Gable
Andee Hardesty
Carrie Howton
Tammie Kleich
Gary Largo
Brad Noonan
Amy Ramirez
Kristian Schank
Stephanie Scherbarth
Benjamin Treffer
Tiffany Wasserburger
Patsy Yager

WNCC Course Parameter Sheet

TEST AREA: READING SKILLS

Reading Techniques or Workplace Writing	ACT Reading Score 13-17 Multiple Measures • GPA 3.3 and ACT 12 • GPA 3.4 and ACT 11	Accuplacer Reading Score 237-257 Multiple Measures • GPA 3.3 and ACC 234-236 • GPA 3.4 and ACC 231-233
Reading Techniques or Workplace Writing	ACT Reading Score 16-17 Multiple Measures • GPA 3.3 and ACT 15 • GPA 3.4 and ACT 14	Accuplacer Reading Score 245-257 Multiple Measures • GPA 3.3 and ACC 242-244 • GPA 3.4 and ACC 239-241
Reading Techniques or Workplace Writing	ACT Reading Score 18-36 Multiple Measures • GPA 3.5 and ACT 17 • GPA 3.6 and ACT 16	Accuplacer Reading Score 258-300 Multiple Measures • GPA 3.3 and ACC 255-257 • GPA 3.4 and ACC 252-254

TEST AREA: WRITING SKILLS

Developmental Writing or Workplace Writing	ACT Reading Score 13-18 Multiple Measures • GPA 3.3 and ACT 12 • GPA 3.4 and ACT 11	Accuplacer Reading Score 231-257 Multiple Measures • GPA 3.3 and ACC 228-229 • GPA 3.4 and ACC 226-227
Integrated Reading & Writing	ACT Reading Score 17-18 Multiple Measures • GPA 3.3 and ACT 16 • GPA 3.4 and ACT 15	Accuplacer Reading Score 245-257 Multiple Measures • GPA 3.3 and ACC 243-244 • GPA 3.4 and ACC 241-242
English Composition 1	ACT Reading Score 19-36 Multiple Measures • GPA 3.5 and ACT 18 • GPA 3.6 and ACT 17	Accuplacer Reading Score 258-300 Multiple Measures • GPA 3.3 and ACC 256-257 • GPA 3.4 and ACC 254-255

TEST AREA: MATHEMATICS

Technical Math, Introductory Algebra	ACT Reading Score 18-19 Multiple Measures • GPA 3.3 and ACT 17	Accuplacer Numerical Skills Score 264-300 Multiple Measures • GPA 3.3 and ACC 262-263
Intermediate Algebra	ACT Reading Score 20-21 Multiple Measures • GPA 3.5 and ACT 21 • GPA 3.6 and ACT 20	Accuplacer Quantitative Reasoning 246-265 Multiple Measures • GPA 3.5 and ACC 244-245 • GPA 3.6 and ACC 252-263
College Algebra	ACT Reading Score 22-25 Multiple Measures • GPA 3.5 and ACT 21 • GPA 3.6 and ACT 20	Accuplacer Quantitative Reasoning 266-300 Multiple Measures • GPA 3.5 and ACC 264-265 • GPA 3.6 and ACC 262-263
Applied Statistics	ACT Reading Score 22-25 Multiple Measures • GPA 3.5 and ACT 21 • GPA 3.6 and ACT 20	Accuplacer Advanced Algebra 266-300 Multiple Measures • GPA 3.5 and ACC 264-265 • GPA 3.6 and ACC 262-263
Trigonometry	ACT Reading Score 26-27 Multiple Measures • GPA 3.6 and ACT 25 • GPA 3.7 and ACT 24	Accuplacer Advanced Algebra 250-275 Multiple Measures • GPA 3.6 and ACC 248-249 • GPA 3.7 and ACC 246-247



WNCC Drop/Add Form



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

ADD SECTION

CLASS NUMBER	COURSE TITLE	CR.	TIME	DAYS	ROOM

DROP SECTION

COURSE TITLE	LAST DATE OF ATTENDANCE	INSTRUCTOR SIGNATURE

☐ CHECK FOR TOTAL DROP

REASONS FOR DROP: (PLEASE CIRCLE ALL THAT APPLY)

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

STUDENT'S SIGNATURE

DATE

OFFICE USE

ENTERED BY

DATE

ADVISOR'S SIGNATURE

FINANCIAL AID SIGNATURE

RESIDENCE LIFE COORDINATOR SIGNATURE
(IF APPLICABLE)

RETURN COMPLETED FORM TO STUDENT SERVICES



**2026-2027 Academic Year &
Summer 2027 Calendars**

FALL SEMESTER 2026

August 2026	
17 (M)	Fall 2026 full-term and 1st 8-week sessions begin
18 (T)	Last day to a class without faculty consent for full-term and 1st 8-week sessions
21 (F)	• Last day to drop without penalty 1st 8-week session classes • Last day to add a class with faculty consent 1st 8-week session classes • Census date for 1st 8-week session
28 (F)	• Last day to drop without penalty full-term session classes • Last day to add a class with faculty consent full-term session classes • Census date for full-term session
September 2026	
7 (M)	Labor Day (College closed)
18 (F)	Last day to drop from 1st 8-week classes/session
October 2026	
8 (Th)	Last day of classes for the 1st 8-week session
9 (F)	Finals for 1st 8-week session classes
9 (F)	Midterm for Fall 2026
12 & 13 (M & T)	Fall Break (no classes)
12 (M)	Grades due @ midnight for 1st 8-week classes
14 (W)	2nd 8-week session begins
15 (Th)	Last day to add a class without faculty consent for 2nd 8-week session
20 (T)	• Last day to drop without penalty 2nd 8-week session classes • Last day to add a class with faculty consent 2nd 8-week session classes • Census date for 2nd 8-week session
23 (F)	Last day to withdraw from full-term classes/session
26 – 30 (M & F)	Advising Week
26 (M)	Registration begins for Spring and Summer 2027
November 2026	
16 (M)	Last day to withdraw from 2nd 8-week classes/session

25 – 27 (W – F)	Thanksgiving Holiday (no classes) College closes @ noon on Wednesday, November 25
December 2026	
4 (F)	Last day of classes for Fall 2026 full-term and 2nd 8-week session
7 - 11 (M – F)	Finals
14 (M)	Grades due @ midnight for full-term and 2nd 8-week session classes
25 – 31 (M – Th)	Winter Break (college closed)

16 weeks of instruction

74 days of instruction – 14M, 15T, 15W, 15Th, & 15F

5 days of finals

6 days of no classes (holidays and break)

SPRING SEMESTER 2027

January 2027	
1 (F)	Winter Break (College closed)
8 (F)	Tuition & fees due for Spring 2027
11 (M)	Spring 2027 classes begin
12 (T)	Last day to add a class without faculty consent for full-term and 1st 8-week session
15 (F)	- Last day to drop without penalty 1st 8-week session classes - Last day to add a class with faculty consent 1st 8-week session classes - Census date for 1st 8-week session
22 (F)	- Last day to drop without penalty full-term session classes - Last day to add a class with faculty consent full-term session classes - Census date for full-term session
February 2027	
10 (W)	Last day to withdraw from 1st 8-week classes/session
March 2027	
2 (T)	Last day of classes for 1st 8-week session
3 (W)	Finals for 1st 8-week session classes
4 (Th)	Midterm for Spring 2027
6 (Sat)	Grades due @ midnight for 1st 8-week session classes
8 – 12 (M – F)	Spring Break (no classes) (College closed Thursday, March 11 and Friday, March 12)
15 (M)	2nd 8-week session begins
16 (T)	Last day to add a class without faculty consent for 2nd 8-week session
19 (F)	- Last day to drop without penalty 2nd 8-week session classes - Last day to add a class with faculty consent 2nd 8-week session classes - Census date for 2nd 8-week session
24 (W)	Last day to withdraw from full-term classes/session
26 (F)	Spring Holiday (College closed) (non-contract day for faculty)
29 - 31 (M - W)	Advising Week
30 (M)	Registration begins for Fall 2027 classes
April 2027	
1 – 2 (Th & F)	Advising Week <i>continued</i>
14 (Th)	Last day to withdraw from 2nd 8-week classes/session
22 (Th)	District Music Contest (classes online unless otherwise noted - Scottsbluff campus only)

30 (F)	Last day of classes for Spring 2027 full-term and 2nd 8-week session
May 2027	
3 – 7 (M – F)	Finals
8 (Sat)	2027 Graduation
10 (M)	Grades due @ midnight for full-term and 2nd 8-week session classes

16 weeks of instruction

74 days of instruction – 15M, 15T, 15W, 15Th, & 14F

5 days of finals

6 days of no classes (holidays and break) (7 days for Scottsbluff with District Music Festival)

87 contract days (175- & 220-day faculty)

SUMMER SEMESTER 2027

May 2027	
31 (M)	Memorial Day (College closed)
June 2027	
1 (T)	Summer 2027 8- and 5-week sessions begin
3 (Th)	• Last day to drop class without penalty 5-week session classes • Last day to add a class with faculty consent 5-week session classes
7 (M)	• Last day to drop a class without penalty 8-week session classes • Last day to add a class with faculty consent 8-week session classes
18 (F)	Last day to withdraw from 5-week classes/session
30 (W)	Last day to withdraw from 8-week classes/session
July 2027	
2 (F)	Last day of the 5-week session
5 (M)	Independence Day Observed (College closed)
6 (T)	Grades due @ midnight for 1st 5-week session classes
23 (F)	Last day of the 8-week session
26 (M)	Grades due @ midnight for 8-week session classes

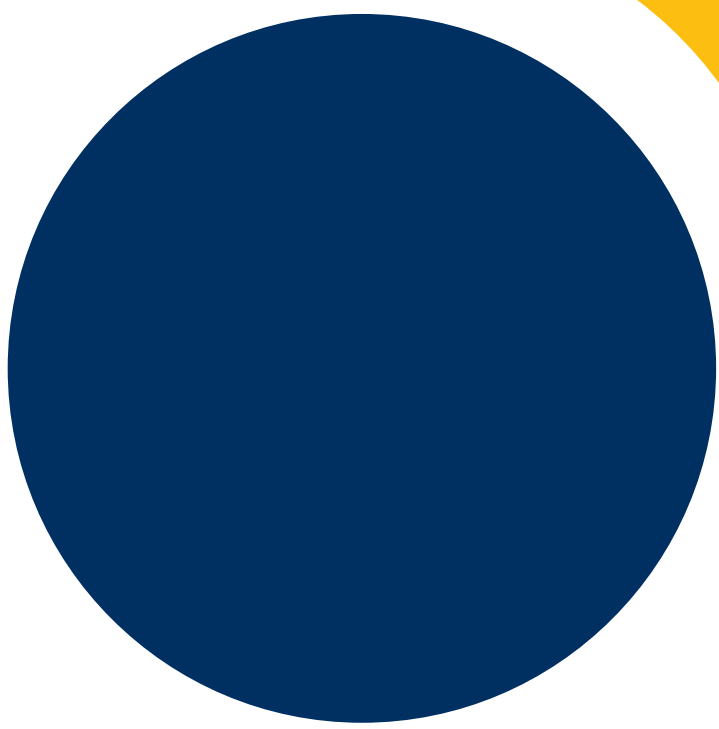
5-week session: 24 days of instruction

8-week session: 38 days of instruction

45 contract days (220-day faculty)

*Calendars for 228-day faculty (librarians) are established in consultation with Academic Affairs and Human Resources.

Calendar dates are subject to change.



Western Nebraska
Community College

