

# Important Information for PSEO Students

## **Adding or Dropping Courses**

Changes in registration must be initiated by the PSEO student and the high school counselor. Changes become effective on the date the *Schedule Change Form* is received in the NIACC Registrar's Office. If a student finds it necessary to withdraw from all courses, a withdrawal form must be processed through the Registrar's Office. Failure to initiate the procedure will result in "F" grades.

## **Cancellation of Registration**

If you choose not to attend classes, please notify your high school counselor and the NIACC Records Office in writing before the first day of the semester to cancel your registration. You will be held liable for tuition and fees should you fail to notify the Records office by this date. Failure to attend class once registered does not cancel registration.

## **Financial Responsibilities**

A college that enrolls an eligible student under the Postsecondary Enrollment Options Act (PSEO) shall not charge that student for tuition, textbooks, materials, or fees directly related to the course in which the student is enrolled except that the student may be required to purchase equipment that becomes the property of the student.

However, if the student fails to complete and receive credit for the course, the student is responsible for all costs directly related to the course. If the student is under eighteen years of age, the student's parent, guardian, or custodian is responsible for all costs directly related to the course if the student fails to complete and receive credit for the course.

## **Midterm & Final Grade Reports**

Midterm and final grade reports are available to students on *WebAdvisor for Students* at <http://www.NIACC.edu/WebAdvisor>. Grade reports are not mailed to the student or to the parent.

## **Academic Transcript**

To request an academic transcript, NIACC requires written authorization from the student. Transcript request forms are available in the Records Office or online at <http://www.NIACC.edu>. Click on Current Student then on Transcript Request. Print the form, complete and mail the form to NIACC Records Office, or fax the form (641-422-4150) to the NIACC Records Office.

## **I.D. Cards**

New students may pick up their I. D. (Identification Card) in the NIACC Student Services office.

If you have questions, please see the Student Handbook section of the NIACC General Catalog: <http://www.niacc.edu/catalog/index.html>

### **You may also contact:**

Barb Erickson, Career Link Administrative Assistant  
Phone: 1-888-466-4222 ext 4175  
Email: [erickbar@niacc.edu](mailto:erickbar@niacc.edu)