

NORTH IOWA AREA COMMUNITY COLLEGE

**NIACC**  
**>> Career Link &**  
**PSEO**  
**Student Handbook**





## Introduction

Welcome! Through the NIACC Career Link program, you have the opportunity to experience college work before you become a full-time college student on a campus. Career Link provides credits to meet your high school graduation requirements, as well as requirements for two- and four-year degrees. All tuition is paid through an agreement between your local high school and North Iowa Area Community College.



Taking college classes while you're still in high school will help you learn about college expectations, become more familiar with the culture of college, and show that you have what it takes to succeed in college.



Additional benefits may include:

- save money by reducing future college costs
- experience college success in high school & build confidence
- explore a career area and gain skills

**NIACC's Career Link program has earned NACEP (National Alliance of Concurrent Enrollment Partnerships) accreditation. This national accreditation validates the quality of college courses offered in high schools and ensures that the course content and student expectations match the standards of the post-secondary institu-**

**This student handbook will provide you important information about your responsibilities and rights as a college student at North Iowa Area Community College.**

### Types of Classes

Career Link encompasses two different types of college credit classes:

**Contracted classes.** These classes are provided to students through an agreement between NIACC and the students' school district. The school district determines the college courses they want to offer.



**PSEO classes.** Postsecondary Enrollment Options (PSEO) allow 11th and 12th grade students, as well as 9th and 10th grade students identified as gifted and talented by their local district, to enroll in college courses.

Successful completion of the PSEO course also generates high school credit and applies toward graduation requirements.

The school district pays the eligible postsecondary institution for the cost of the course or \$250, whichever is lower. If the student successfully completes

the course, the course cost is paid by the school district. NIACC loans PSEO books to the student.

If a student fails to complete the course, and is not eligible for a waiver, the student or his or her parent or guardian is required to reimburse the school district for costs.

PSEO courses are limited to:

- Nonsectarian courses.
- Courses that are not comparable to courses offered by the school district where the student attends which are defined in rules adopted by the board of directors of the public school district.
- Credit-bearing courses that lead to an educational degree. *(Please note that a postsecondary certificate does not meet the definition of a degree. If a course is only a part of a certificate program, it is not eligible for PSEO.)*
- Courses in the discipline areas of mathematics, science, social sciences, humanities, and vocational-technical education.
- The courses in career option programs offered by community colleges.

### Eligibility

Career Link classes target average and high ability students. However, classes are for any student academically prepared to complete the curriculum. Special needs students may require the support of the high school resource teacher and NIACC Disability Services. Students and parents interested in Career Link classes should contact their high school counselor or a NIACC School Partnerships coordinator.

To be eligible for Career Link classes, students must demonstrate proficiency in the content areas of reading, mathematics, and science as evidenced by the student's most recent scores on the Iowa Assessments. Minimum National Standard Scores (NSS) are posted on the Career Link website. If a student is not proficient in one or more of the content areas, the school board may establish alternative but equivalent qualifying performance measures.

In addition, the student shall meet the enrollment requirements established by NIACC. ACT scores or COMPASS scores are required for students to take Math and Writing classes.

### Registration

Students meet with their school counselor or the NIACC School Partnership Coordinator to register for classes. School Partnership Coordinators are available to answer registration questions. Typically students register prior to the start of the semester or within the first week of the semester.

*Students must provide their nine-digit Social Security number on the day of registration.*



### Books

Books are provided to each student on loan and must be returned upon completion of the class. Contact your high school counselor to receive and return your textbook(s).



### Tuition and Payment

One of the greatest benefits of the Career Link program is the substantial savings in college tuition. NIACC Career Link tuition and fees are **free** to the student. The school district pays tuition charges.

### **Enrollment Status**

In Iowa, according to Senior Year Plus regulations, school districts may pay a college for no more than 23 credit hours per student per school year. Students who desire more than 23 credit hours sign a NIACC payment agreement and pay cash for the course(s) that puts them above the 23-hour limit.

### **College Credit**

If you are registered for Career Link classes, you will earn both high school credit and college credit. Your high school grade and credit will appear on your high school transcript; your college grade and credit will appear on your NIACC transcript. On average, a three-credit college course will earn you one high school credit.

### **Dropping a Course**

If you consider dropping a NIACC class after you've registered, contact your high school counselor or the Career Link office. Dropping a course may impact your high school GPA and extra-curricular activity eligibility, so discuss this with your high school counselor first before dropping the class. A withdrawal form must be submitted to NIACC.

The last day to drop a course will be the two-thirds point of the term for 16-week classes.

(Please consult the online academic calendar for add/drop course deadlines during shortened terms).

### **Midterm Grades**

Midterm reports covering the work of the first half of each term will be available to all students through NIACC Web Advisor. These reports are not recorded on the student's permanent record. Web Advisor can be accessed online by following these steps:

- Go to the NIACC website at [www.niacc.edu](http://www.niacc.edu)
- Click on "Web Advisor" to log into your account.
- Click on "Students."
- Username = first five letters of your last name, plus the first three letters of your first name (all lower case).
- Password = last six digits of your social security number. (Change your password on first log in).
- Click "Grades".

### **Final Grades**

Official reports showing final grades will be available to all students through Web Advisor at the close of the term. Grades will be recorded on the student's permanent record.

### Student Conduct

The following shall be subject to disciplinary procedures:

- The unlawful manufacture, distribution, dispensation, possession or use of illicit drugs and alcohol on college property or as part of any college-sponsored activity.
- Dishonesty, including: cheating; plagiarism; knowingly furnishing false information to the College; forgery, alteration, or misuse of College documents or records.
- Disruption of the orderly process of activities of the College.
- Threatening, harassing, physically abusing, racial or ethnic slurs, or endangering in any manner the physical or mental health and safety of any person.
- Theft, willful destruction, damage or misuse of any property belonging to the College or belonging to or in the possession of any person.
- Illegal possession or use of any firearm, explosive, dangerous chemical or other weapon.

### Disciplinary Procedure

- The Dean of Student Development is notified of a violation.
- Dean investigates alleged violation.
- The student may be ordered to appear before the Dean.
- Student is advised of his/her rights as set forth in Administrative Code.
- The process may continue through the Student Conduct Committee, the Faculty-Student Board of Review, and Administrative Review.

The complete Student Conduct Code is available in the Student Handbook section of the NIACC catalog at:  
[www.niacc.edu/catalog/index.html](http://www.niacc.edu/catalog/index.html).

All students are encouraged to read the Student Conduct Code in its entirety.



### **Transcripts/Transferring Credit**

The quality of your work is evaluated by the grades you receive. They are a measure of your learning experience.

Grades are also the basis for transfer to another college. Generally, a student is not considered admissible by a four-year college without at least a cumulative grade point average of 2.00.

Students are encouraged to correspond with their transfer college regarding course transferability.

Course equivalency information is available online at <http://www.niacc.edu/supser/transfer.html>.

Sample two-year plans for transfer programs are also available on the NIACC website. You will find in-state transfer information at [www.transferiniowa.org](http://www.transferiniowa.org).

### **Transcript Request**

When applying to colleges you may need to request a college transcript from NIACC to forward to your prospective college. You should follow the steps below:

1. Find out the correct address to send your NIACC transcript.

2. Complete a NIACC Transcript Request Form. Obtain this form from the NIACC website or stop in Student Services located in the NIACC Administration Building. The first five transcript requests are free. All additional requests cost \$2 each.

If the college you plan to attend has questions about the credits you earned through Career Link, please contact the NIACC Registrar's Office at (888-466-4222 ext. 4376).

### **Transitioning to NIACC**

Career Link seniors will receive a letter via US mail in April inviting them to special fall registration sessions held typically the last three weekdays in May. Career Link students have priority registration status.

We encourage students to go to the NIACC website and complete an official NIACC application prior to that time.

Students also need to provide their high school transcript. At the special registration sessions, NIACC counselors will advise and register Career Link students for fall classes.

Career Link staff work closely with the counselors to ensure a smooth transition.

### Student Services at NIACC

All high school students who take Career Link classes are eligible for the following services at NIACC:

- **Student ID.** Soon after they register, Career Link students may come to the NIACC campus and receive their student ID in the Student Development Office located in the Administration Building. Student IDs allow all Career Link students to use NIACC facilities and attend on-campus events.



- **E-mail.** All Career Link students have a NIACC e-mail account and a NIACC Web-Advisor account.
- **Learning Support.** NIACC provides professional tutoring services for all NIACC students. For more information, call 1-888-466-4222, ext. 4362.
- **On-campus Library.** The NIACC Library contains over 46,000 volumes of print and electronic books. Subscrip-

tions include 9 national newspapers, 33 area newspapers, and 370 periodicals with 10-year holdings of most titles. It also provides access to over 50 electronic databases, including EBSCO and LexisNexis.

- **Free Career Counseling.** Career counseling involves identifying your interests, skills, personality traits and values. With this knowledge you can learn which college majors and careers would be most satisfying. Call 1-888-466-4222, ext. 4207.
- **FERPA.** (Family Educational Rights and Privacy Act). For a complete description of FERPA guidelines, review the Student Handbook section in the NIACC catalog: [www.niacc.edu/catalog](http://www.niacc.edu/catalog). You will sign an information release on the Career Link or PSEO course registration form. The information release says: "I hereby authorize NIACC to release information pertaining to test results, school performance, grades, attendance records, evaluation and personal information to my high school and parent/guardian."
- **Transfer Counseling.** Students may schedule appointments with a transfer counselor. Call 1-888-466-4222, ext. 4207.

# NIACC Contacts

<b>Career Link Office</b>	641-422-4175
<b>NIACC Switchboard</b>	1-888 GO NIACC
<b>Admissions Office</b>	641-422-4245
<b>COMPASS Testing</b>	641-422-4245
<b>Transcripts</b>	641-422-4376

<b>Career Link Homepage</b>	<a href="http://www.niacc.edu/careerlink">www.niacc.edu/careerlink</a>
<b>NIACC Homepage</b>	<a href="http://www.niacc.edu">www.niacc.edu</a>
<b>Catalog</b>	<a href="http://www.niacc.edu/catalog">www.niacc.edu/catalog</a>
<b>Financial Aid</b>	<a href="http://www.niacc.edu/finaid">www.niacc.edu/finaid</a>
<b>Transcripts Request</b>	<a href="http://www.niacc.edu/supser/transcript.html">http://www.niacc.edu/supser/transcript.html</a>



**North Iowa Area Community College**

## NIACC Career Link

<b>500 College Drive</b>	<b>Phone: 888-466-4222</b>
<b>Mason City, IA 50401</b>	<b>ext. 4175</b>
	<b>Fax: 641-422-4244</b>

North Iowa Area Community College does not discriminate on the basis of race, religion, color, creed, sex, sexual orientation, gender identity, marital status, national origin, age, physical or mental disability in granting admission to and participation in its educational programs, college activities and services, or in its employment practices.