

## Career Link Student Orientation Checklist

The following material must be discussed with Career Link students during the first week of the semester. NIACC handouts or the NIACC/Career Link websites ([www.NIACC.edu/Career Link](http://www.NIACC.edu/Career Link)) may be used as tools for delivery.

- \_\_\_\_\_ NIACC catalog on-line [www.niacc.edu/catalog](http://www.niacc.edu/catalog)
- \_\_\_\_\_ Student Conduct Code – NIACC Student Handbook in NIACC catalog p. 188
- \_\_\_\_\_ Consequences of plagiarism and academic dishonesty – NIACC Disciplinary Actions p.189+
- \_\_\_\_\_ Family Educational Rights and Privacy Act (FERPA) – NIACC Student Handbook p.216
- \_\_\_\_\_ Career Link students sign a FERPA waiver on their course registration form.
- \_\_\_\_\_ NIACC e-mail and WebAdvisor accounts <http://www.niacc.edu/online/logon.pdf>
- \_\_\_\_\_ ANGEL eLearning, if applicable, can be found at: <http://www.niacc.edu/online/ANGEL/>
- \_\_\_\_\_ Course syllabus
- \_\_\_\_\_ Withdrawal policies/procedures
- \_\_\_\_\_ Course transfer information at [www.transferiniowa.org](http://www.transferiniowa.org)
- \_\_\_\_\_ Students need at least a C grade to earn transfer credit to most institutions.
- \_\_\_\_\_ Taking this course will generate a permanent college transcript.
- \_\_\_\_\_ Senior Year Plus limits high school students to 23 semester hours of Career Link courses per school year.
- \_\_\_\_\_ Students are permitted to self-pay for additional courses.
- \_\_\_\_\_ Students are encouraged to stop at NIACC Student Services to obtain a NIACC ID card.
- \_\_\_\_\_ Request for NIACC transcript <http://www.niacc.edu/supser/transcriptrequestform.pdf>
- \_\_\_\_\_ Students failing a concurrent enrollment course are prohibited by Iowa Code from being billed for course reimbursement by their high schools. (However, Post-Secondary Enrollment Option {PSEO} students who fail to complete and receive credit for a course **ARE** required to reimburse their school district for its costs.)
- \_\_\_\_\_ NIACC Link Scholarship –  
[www.niacc.edu/careerlink/pdf/link\\_scholarship2009-10\\_4-09121.pdf](http://www.niacc.edu/careerlink/pdf/link_scholarship2009-10_4-09121.pdf)
- \_\_\_\_\_ Students wishing to continue at NIACC following high school graduation should complete the on-line NIACC application at [www.niacc.edu/admission/apply.html](http://www.niacc.edu/admission/apply.html)
- \_\_\_\_\_ NIACC Career Link & PSEO Student Handbook

Direct questions about items on the Student Orientation Checklist to Fran DeGroote:  
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