

NIACC Career Link & PSEO Student Handbook



Introduction

Welcome! Through the NIACC Career Link program, you have the opportunity to experience college before you become a full-time college student on 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 institution.



This Career Link student handbook will provide you important information about your responsibilities and rights as a high school/college student at North Iowa Area Community College.

The comprehensive NIACC student handbook is located at this link

<http://www.niacc.edu/studenthandbook/index.html>.

Types of Classes

Career Link encompasses two 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.

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

- 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 communication, mathematics, science, social sciences, humanities, and career technical education.
- Nonsectarian courses.
- Successful completion of a contracted or a PSEO course also generates high school credit and applies toward graduation requirements

Eligibility

Career Link classes target average and high-ability students. However, classes are for any student academically prepared to complete the curriculum. Students with special needs 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 Enrollment Advisor.

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. However, concurrent enrollment career and technical classes are not subject to minimum NSS. PSEO classes are subject to minimum NSS.

In addition, the student shall meet the enrollment requirements established by NIACC. ACT scores or Accuplacer scores are required for students to take Math courses. ACT scores or a formal NIACC writing assessment are required for students to take Composition classes.

Registration

Students meet with their school counselor or the NIACC Enrollment Advisor to register for classes. Enrollment Advisors 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, a student is limited to 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 self-pay 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 "MyNIACC" portal. These reports are not recorded on the student's permanent record.

- Go to the NIACC website at www.niacc.edu.
- Click on "MyNIACC" located in the upper right-hand corner.
- Follow the login instructions on MyNIACC.
- Click "View My Grades" in the lower left-hand corner of the "MyNIACC" page.

Final Grades

Official reports showing final grades will be available to all students through MyNIACC 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 at: <http://www.niacc.edu/student-life/>, click on Student Handbook, and go to the Student Conduct Code as outlined in the Table of Contents.

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

Guide to Successful Satisfactory Academics (SSA)

Academic Progress

North Iowa Area Community College requires all students to make satisfactory progress in order to remain in good standing. If a student fails to meet the standards of academic progress, the college intervenes in an effort to help by initiating academic probation or suspension. The standards apply to a student's entire academic transcript, including NIACC courses taken while in high school. Students bear primary responsibility for their own academic progress and for seeking assistance. On-campus services are available to the student through the Student Development Office.

Academic progress is assessed at the end of each semester.

Grade Point Average

Requirement

All students are required to earn a specific minimum grade point average (GPA) according to the number of credits for which they have attempted, as reflected in the table below:

Cumulative Credits	Minimum GPA Required
0-15	1.50
16-30	1.70
31 or more	2.00

Course Completion Requirement

In addition to the GPA requirement, students must complete at least 33% of the credits for which they have registered on a cumulative basis. Grades of F, I, W, and Q are treated as registered credits. These grades will negatively impact the student's percentage of completion. The completion rate is determined by dividing the cumulative number of completed credits (those with grades of A, B, C, D, P, T, and L) by the total number of registered credits (includes courses with grades of F, I, W, and Q). Audited and grade requital classes are not considered in this policy.

Academic Probation

Academic probation is a warning that a student's academic record may be endangered. A student who fails to earn the minimum GPA for his/her cumulative registered credits and/or has failed to complete 33% of their cumulative credits will be placed on academic probation for the following semester. Students are still eligible to enroll in classes while on academic probation. Students are encouraged to work with a counselor/academic advisor on developing an Academic Success Plan.

To read the complete Guide to Successful Satisfactory Academics see the Student Handbook at <http://www.niacc.edu/student-life/>, click on Student Handbook, and go to Academic Probation as outlined in the Table of Contents.

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/academics/articulation-agreements/>.

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.

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 MyNIACC portal 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 an individual fall semester registration sessions.

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.

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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 and activities.
- **E-mail.** All Career Link students have a NIACC e-mail account. Students access e-mail through the MyNIACC portal.
- **Learning Support.** NIACC provides professional tutoring services for all NIACC students. For more information, call 1-888-466-4222, ext. 4362, or stop by the Student Learning Center located on the first floor of Beem Center.
- **On-campus Library.** The NIACC Library contains over 46,000 volumes of print and electronic books. Subscriptions 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.
- **Counseling and advising** is available to all enrolled students. Counselors and advisors are located in the Administration Building. Call 1-888-466-4222, ext. 4207.

Student Services at NIACC

- FERPA (Family Educational Rights and Privacy Act). You will sign an information release on the Career Link/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.
- Writing and Math labs. All high school students who are enrolled in college classes have full access to these labs.
- Computer labs are available for use by enrolled students. Lab hours are posted.

NIACC Contacts

Career Link Office	(641) 422-4175
NIACC Switchboard	(888) GO-NIACC
Admissions Office	(641) 422-4245
Accuplacer Testing	(641) 422-4245
Transcript Request	(641) 422-4207

Career Link Home	www.niacc.edu/careerlink
NIACC Home	www.niacc.edu
NIACC Catalog	http://www.niacc.edu/about/publications-2/
Transcript Request	http://www.niacc.edu/wp-content/uploads/PDFFiles/transcriptrequestform.pdf

NIACC Career Link

500 College Drive	Phone: 888-466-4222 ext. 4175
Mason City, IA 50401	Fax: 641-422-4244
	E-mail: erickbar@niacc.edu

Non-Discrimination Statement

It is the policy of North Iowa Area Community College to not discriminate on the basis of race, color, national origin, sex (including pregnancy), disability, age, sexual orientation, gender identity, genetic information, creed, religion, actual or potential parental, family and marital status or veteran's status in its programs, activities or employment practices as required by the Iowa Code sections 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Shelly Schmit, EEO/AA Officer, 500 College Drive, Mason City, IA 50401 or via telephone at 641-422-4211. Inquiries may also be directed to the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, phone number 312/730-1560, fax 312/730-1576.