

NIACC Career Link Student Handbook





Career Link: 888.466.4222 ext. 4175

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: https://www.niacc.edu/wp-content/uploads/PDFFiles/2020-2021_Student_Handbook.pdf

Types of Classes

Career Link classes operate under a contract between NIACC and the community school. These classes are often referred to as concurrent enrollment classes because the student receives both high school and college credit. Students can take classes with a wide variety of delivery methods. Students can attend face to face classes at NIACC or at their high school. Classes at the high school are often taught by qualified high school instructors, but are sometimes taught by NIACC faculty. Students also take online classes, ICN classes, or classes delivered through other forms of electronic communication such as WebEx.

Tuition for concurrent enrollment courses is paid by the school district in which the student lives. Students cannot be charged tuition for concurrent enrollment classes even if they do not complete the class or fail the class. School districts set their policy for providing textbooks for students. For concurrently enrolled students, textbooks must be provided to students in the same manner as districts provide books for other courses pursuant to Iowa Code Chapter 301. By district policy, a school may rent a textbook, require a student to buy a book, or provide books at no cost.

Concurrent enrollment 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.*) Nonsectarian courses.
- Successful completion of a contracted 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 Statewide Assessment of Student Progress. 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. A student may also demonstrate proficiency based on college readiness measures established by NIACC and the local school district. Concurrent enrollment career and technical classes are not subject to the proficiency requirement.

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

Contact your high school counselor for information about your school's textbook policy.

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

Concurrent enrollment students are no longer limited to taking 23 college credits in a school year. Students are free to take as many credits as appropriate to their situation even if that makes them "full time" status as a college student. Students should work closely with their high school counselor and NIACC Enrollment Advisor to determine the appropriate number of credits for them.

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's TrojanHome portal. These reports are not recorded on the student's permanent record.

- Go to the NIACC website at www.niacc.edu
- Click on the "TrojanHome" tab at the top of the page
- Follow the login instructions on TrojanHome
- Click "View My Grades"

Final Grades

Official reports showing final grades will be available to all students through TrojanHome 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:

<https://www.niacc.edu/about/publications-2/>

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.transferiowa.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 TrojanHome 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.

NIACC has partnered with the National Student Clearinghouse for official transcript orders. Students can choose to send an electronic copy of their NIACC transcript by completing a transcript order online through the National Student Clearinghouse website. The National Student Clearinghouse is available 24 hours a day, 7 days a week. There will be a \$3.25 processing fee from the National Student Clearinghouse to electronically send you the transcript. You will be required to use a major credit card to pay at the time of the request.

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. 4205).

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.

Be certain that you have officially applied to NIACC.

Students also need to provide their high school transcript. At the individual registration session, 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 and activities.
- E-mail. All Career Link students have a NIACC e-mail account. Students access e-mail through the TrojanHome portal.
- Learning Support. NIACC provides professional tutoring services for all NIACC students. For more information, call 641-422-4266, 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 641-422-4207.
- Counseling and advising is available to all enrolled students. Counselors and advisors are located in the Administration Building. Call 641-422-4207.

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 641-422-4207..
- Writing and Math labs. All high school students who are enrolled in writing and math college classes have full access to these labs.
- Computer labs are available for use by enrolled students. Lab hours are posted.

NIACC Contacts

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| Career Link Office | (641) 422-4175 |
| NIACC Switchboard | (888) GO-NIACC |
| Admissions Office | (641) 422-4245 |
| Testing Center | (641) 422-4237 |
| Transcript Request | (641) 422-4376 |
| 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

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Annual Notice of Nondiscrimination

It is the policy of North Iowa Area Community College not to discriminate on the basis of race, color, national origin, sex (including pregnancy), disability, age (employment), sexual orientation, gender identity, genetic information, creed, religion, and actual or potential parental, family or marital status, or veteran's status in its programs, activities, or employment practices as required by the Iowa Code §§ 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 Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

If you have questions or complaints related to compliance with this policy, please contact Shelly Schmit, EEO/AA?Title IX Coordinator, 500 College Drive, Mason City, IA 50401, phone number 641/422-4211, e-mail shelly.schmit@niacc.edu, or 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.

This nondiscrimination statement applies to all services and programs offered at North Iowa Area Community College, including the following Career and Technical Education programs:

Business

Accounting—AAS, Diploma, Certificate
Administrative Office—AAS, Diploma, Certificate
Business Administration—AAS
Business Technology Specialization—AAS
Entrepreneurship & Small Business Management—AAS, Certificate
Foundations in Business—Certificate
Foundations of Technology—Certificate
Graphic Design—AAS
Advanced Graphic Design—Certificate
Entrepreneurial Graphic Design—Certificate
Intermediate Graphic Design—Certificate
Introductory Graphic Design—Certificate
Graphic Design-Web/Social Media—Certificate
Information Assurance & Security—AAS
Insurance & Financial Management—AAS
Information Technology Specialist—AAS
Legal Office—AAS, Diploma
Management—Diploma
Marketing and Sales—Diploma
Medical Administrative Assistant—AAS, Diploma
Software Applications Specialist—Certificate
Sport Management—AAS

Agriculture

Agricultural Marketing & Finance—AAS
Agricultural Operations Management—AAS
Agricultural Sales & Service—AAS
Agriculture Technology—Diploma

Industrial

Automotive Service Technology—AAS, Diploma
Building Trades—Diploma
Diesel Technology—AAS
Heating & Air Conditioning Technology—AAS, Diploma
Industrial Mechanics and Maintenance—AAS, Diploma, Certificate
Industrial Systems Technology—AAS
Tool & Die Technology/General Machinist—AAS, Diploma
Welding—Diploma, Certificate

Human Services

Criminal Justice—AAS, Certificate
Early Childhood Education-Diploma
Human Services—Certificate

Health

Medical Assistant—Diploma
Medical Lab Technician—AAS
Nursing, Associate Degree—AAS
Practical Nursing—Diploma
Physical Therapist Assistant-AAS
Radiologic Technology—AAS

Wellness

Physical Fitness & Wellness—Diploma, Certificate