

Adding or Dropping Courses

Changes in registration must be initiated by the 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 Records Office. Failure to initiate the procedure will result in "F" grades.

Cancellation of Enrollment

If you choose not to attend classes, please notify your high school counselor before the first day of the semester to cancel. Failure to attend class once enrolled does not cancel enrollment.

Financial Responsibilities

Students enrolled in a concurrent enrollment course shall not be charged tuition under any circumstances. Local school districts may charge students for the use of textbooks. By district policy it is permissible for the school to rent a textbook, require a student to buy a book, or provide the book at no cost.

Midterm & Final Grade Reports

Midterm and final grade reports are available to students at my.niacc.edu. 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 my.niacc.edu. 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 Development office.

If you have questions contact:

Marissa Mason, Career Link Administrative Assistant

Phone: 1-888-466-4222 ext 4175

Email: marissa.mason@niacc.edu