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Introduction:

It is the policy of the Kansas Board of Regents to encourage high school students to take advantage of postsecondary education opportunities by enrolling in postsecondary courses while still in high school or participating in home schooling. K.S.A. 72-11a01 through 72-11a05 provide for these opportunities through the Kansas challenge to Secondary School Pupils Act. The action commonly is known as concurrent enrollment of high school students in eligible postsecondary institutions. Statutory language provides conditions under which secondary schools and eligible postsecondary institutions may establish cooperative agreements, defined as a Concurrent Enrollment Partnership.

Definitions:

Concurrent Education Program is abbreviated throughout the document as “CEP”.

“Concurrent” is defined as a college course that is taught at a high school, by a college approved high school teacher during the normal school day. These are college courses that are accepted by the high school to satisfy specific high school requirements. Students or parents who have questions should direct them to the college.

“On-Campus” references the NCCC Chanute campus and/or the NCCC Ottawa campus.

“Concurrent Enrollment Partnership student” (CEP) refers to a student who is in grades 10, 11, or 12, or who is gifted (see definition below); has been admitted to an eligible postsecondary education institution as a degree-seeking or non-degree seeking student; and is enrolled in courses at a high school at which approved high school faculty teach college credit courses during the normal school day.

“Gifted student” refers to any high school student labeled by a school district as gifted according to State Department of Education, K.A.R. 91-40-1(bb) Students who are enrolled in grade 9 and are classified by a school district as “gifted” according to the State Department of Education definition, as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined are satisfied.

“CEP Instructor” or “Instructor” refers to a High School instructor who teaches a CEP course pursuant to this Agreement.

“Faculty” refers to an instructor employed at NCCC.

“Faculty Credentials” High school faculty teaching college-level, Concurrent Enrollment Partnership courses shall attain instructional eligibility by meeting the standards established by the Higher Learning Commission of the North Central Association, as stated that the body’s Criteria of Accreditation and Assumed Practices regarding faculty roles and qualifications, in accordance with the agreed recommendation of the NCCC Board of Trustees. NCCC will provide high school faculty with orientation and training in course curriculum, assessment criteria, course philosophy, and Concurrent Enrollment Partnership administrative requirements.
Admissions:

Future students may apply for admission to NCCC by navigating to the website, www.neosho.edu and following the “Apply Here” link on the top right hand side of the home page. Follow the directions to complete the document. When the application is processed, the student will receive an email that will include their new student ID# and instructions on how to set up their Neosho email account. All official Neosho business is conducted through the Neosho email account. Students should retain their Neosho ID# and password for their records.

Eligibility:

According to the Kansas Board of Regents policies,

* High school students shall be enrolled as degree or non-degree seeking,

* Concurrently enrolled students must meet institutional enrollment requirements (e.g. course prerequisites; placement practices),

* School administrators must verify/authorize the student’s application for enrollment,

*Students who are enrolled in grade 9 and are classified by a school district as “gifted” according to the State Department of Education’s definition, K.A.R. 91-40-1(bb), as amended, may be admitted as concurrently enrolled students provided all other applicable requirements as outlined above are satisfied.

Student Responsibilities:

The student is responsible for tuition and fees associated with the course.

The student is responsible for the cost of the required textbooks (typically rental) and supplies.

The student is responsible for dropping the course by the stated college deadline if they do not wish to continue in the course. Dropping the high school course, or changing schedules at the high school does not drop the student from the college course.

The student is responsible for requesting their college transcript from NCCC be sent to other colleges or universities which they plan to attend.

Payment and Financial Responsibilities:

Students are expected to make payment upon enrollment, or set up payments online. If they do not, they need to make immediate arrangements with the NCCC business office (620.432.0380) to develop a plan for payment. Students who have not paid for their courses by the end of the semester will not have grades or transcripts released, may not enroll in further coursework, and will be turned over to collections.

Students can view their accounts by logging into InsideNC and visiting the Business Office link. Parents are not provided access to the college online system due to FERPA regulations unless
students grant permission through the “Consent to Release Information” form. The high school student may provide their parent or guardian with username and password information.

High School students are not eligible for Federal Financial Aid or textbook scholarships. Scholarships are offered at some sites; please check with the high school counselor or NCCC representative to determine availability.

**Enrollment:**

Students must complete appropriate placement testing (ACT, COMPASS, ASSET, or ACCUPLACER) prior to enrollment. Reference table shown below for details.

<table>
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<tr>
<th>TEST</th>
<th>READING</th>
<th>MATH</th>
<th>WRITING</th>
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<td>ACT</td>
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<td>ASSET</td>
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<td>12</td>
<td>25</td>
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<tr>
<td>ACCUPLACER</td>
<td>69</td>
<td>81</td>
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Enrollment forms must be completed and signed by the student, indicating desired course(s)

Students with holds on their accounts (e.g. nonpayment for previous semester, not returning textbook rental, etc.) will not be allowed to enroll.

Students must be completely enrolled (applied to the college, completed an enrollment form with the college representative, and made payment arrangements) end of the college drop/add period. After the drop/add period has closed, no further enrollments may be processed.

Students cannot receive credit for high school courses they have taken in the past (i.e. retroactive credit). Students must be enrolled in the college course the semester that they receive credit.

Students must be enrolled by the specified last date to enroll each semester by the college. High school dates or deadlines may not be the same for concurrent courses. College dates and deadlines will apply.

**Course Syllabus:**

Each course has a syllabus which outlines course requirements, expected outcomes, and grading and attendance policies. Instructors are required to review this document with students at the beginning of the course to ensure student understanding.
Consent to Release Information:

Because FERPA guarantees student privacy, it is recommended that each student complete a “Consent to Release Information” form. Completing the form grants designated recipients access to records, including billing and grades. See Appendix A

Scholarships:

Limited scholarships are available. Students are recommended to ask their school counselor and the college representative for additional information. Scholarships specifics are as noted:

- In all cases, no fees or books are covered.
- Students exceeding the maximum hours are responsible for 100% of the remaining balance.
- High School students are not eligible for Federal Financial Aid.
- Scholarship applications must be appropriately completed, signed and returned within the proper time limits. (Contact your high school counselor if you have questions.)

Technical Courses:

<table>
<thead>
<tr>
<th></th>
<th>Chanute</th>
<th>Ottawa</th>
<th>Garnett</th>
<th>Erie</th>
<th>Lawrence</th>
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<tr>
<td>Welding</td>
<td>X</td>
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<td>Construction</td>
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<td>HVAC</td>
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<td>X</td>
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<td>CNA/CMA</td>
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SB155 guarantees tuition is paid for these courses by the State of Kansas.

Textbooks:

Fees associated with textbooks are the responsibility of the student. The NCCC Bookstore rents most textbooks; however some texts are purchase-only. Some high schools elect to purchase textbooks for use. Students should ask their school counselor for specific details. If the high school does not supply textbooks, students will need to rent the book prior to the start of the class. Students who rent textbooks from the NCCC bookstore must return them within two days of the end of the semester to avoid late fees.

Adding or Dropping a Class:

It is the student’s responsibility to officially drop a course when desired through the documented system with NCCC. Not attending does not indicate a desire to be dropped from an enrolled course. High School students who add or drop courses should make sure the high school counselor is aware of any changes the student is making in his/her schedule and that appropriate approvals are in place. Students who do not drop a course and fail to attend or submit work will be fiscally responsible for payment and will receive the grade they earn for the course.
**Attendance:**

Regular classroom attendance is important for success in college classes. Students who miss class for numerous high school activities may benefit from taking regular high school classes rather than college classes due to the higher level of academic rigor and expectations for college courses.

The attendance policy for students is set by the instructor and should be included on the course syllabus that is handed out and reviewed on/near the first day of class. Students should discuss any absence with the instructor in advance of the absence, as this may affect their grade. High School activities are not automatically excused.

**Transferring High Schools:**

Students who change schools during the semester may be eligible to enroll in a corresponding concurrent course at their new school. Appropriate transfers will be considered on an individual basis. Students who transfer out of the NCCC affiliated high school during the semester may drop the course before the drop date deadline or work with NCCC personnel if the drop deadline has passed.

**Transferring to Colleges:**

Concurrent courses are guaranteed to transfer to other post-secondary institutions in accordance with the Kansas Board of Regents. To find transfer information, go to [http://kansasregents.org/transfer_articulation](http://kansasregents.org/transfer_articulation).

**Grades and Privacy:**

NCCC does not mail grades to students. Students may access their grades through InsideNC during the semester and after final grades have been submitted. NCCC may not provide students information to parents per FERPA regulations (privacy laws) unless the student has provided NCCC express permission through the Consent to Release Information form. Similarly, instructors of college courses are not allowed to discuss student matters with parents. Students are allowed to show parents their grades, billing or other information as they deem appropriate and necessary.

**Incomplete and Grade Appeal:**

Under certain circumstances, an instructor may grant an incomplete to a student for one semester, e.g. extended hospitalization or illness. An incomplete is not allowed for students who have failed to meet the deadlines for regular course work and simply want an extension. A student who does not complete the agreed upon coursework within the specified time will receive the grade deemed appropriate by the instructor.

In some circumstances the grade submitted to NCCC may differ from the grade submitted to the high school. Grade appeals can be made within one semester of taking a course, and must follow
the procedure as outlined in the NCCC Student Handbook. Please reference Appendix B, “How
to Access Student Handbook”.

**Accessing InsideNC:**

A student must use his/her NCCC student ID number as the ‘username’ to access InsideNC. The
password for this account will be the last four digits of the Social Security Number. For any
questions or problems about accessing InsideNC, the student may contact the high school
counselor and/or NCCC IT assistance. For assistance please reference Appendix C, “How to
Access InsideNC”.

**Student E-mail Accounts:**

All students are assigned a NCCC student e-mail account and are expected to use it for
correspondence with NCCC. Students are expected to check it regularly for messages and
information which may be sent by the instructor or representatives of the college. Instructions on
how to set up and access student email accounts is located on InsideNC. Also, please reference
Appendix D, “How to Set up your Email Account”.

**Enrollment Deadline.** All enrollment paperwork must be received by the last day to enroll, as
listed in the College Catalog. High Schools may set earlier dates to ensure that everything is
submitted on time.

**Date to Drop.** The final day to drop a course for a full refund is listed in the College Catalog.
This date is strictly adhered to. Courses dropped after that time will result in billing for the
student. Please talk to your high school counselor for clarification as needed.

**Final Exams.** Because NCCC and the high school do not share the same end of semester,
students taking NCCC exams may be taking those before they take the final exam for the high
school course. Under no circumstances are high school students exempt from final exams or
allowed to take them at another time.

**Final Grades.** Instructors are required to turn in grades for the semester in accordance with
NCCC deadline. These should be posted on InsideNC and available for students to view at that
time.

**Critical dates.** Important dates can be located in the College Catalog. Please reference Appendix
E, “How to Access College Catalog”, or visit the calendar on InsideNC at: NCCC Enrollment
Management Calendar.

**Transcript Requests:**

Students must request their NCCC transcripts be sent to other colleges after high school
graduation, utilizing the process as outlined on InsideNC. Students may request a transcript by
navigating to the NCCC home page (www.neosho.edu) and clicking on the “Request Transcript”
link located in the upper right hand side, following this link:
Unofficial transcripts are located on InsideNC. Contact the Neosho representative for directions on how to access them.

**NCCC Student Code of Conduct:**

The primary concern of Neosho County Community College is the student. The college attempts to provide for all students a campus environment that is conducive to academic endeavor and social and individual growth. To that end, rules, regulations and guidelines governing student behavior and the student’s relationship with the college have been formulated into a student code of conduct and discipline. Enrollment at Neosho County Community College is considered implicit acceptance of these and other policies applicable to students, all of which are educational in nature and designed to help students understand expectations and accept responsibility for their own actions. This Code and other College policies are subject to change without notice. The student is responsible for obtaining all published materials and updates from the Chief Student Affairs Officer’s office relating to the Code and to become familiar with other rules and guidelines that have bearing on student behavior and responsibilities.

Policies concerning student conduct may be found in the NCCC Student Handbook. Reference Appendix B for access details.
APPENDIX

Consent to Release Information.................................................. A
How to Access Student Handbook............................................... B
How to Access InsideNC............................................................... C
How to Setup your Email Account................................................ D
How to Access College Catalog................................................... E

Appendix A
CONSENT TO RELEASE INFORMATION

No personally identifiable records from NCCC will be released to parents, spouse, or others without the expressed, written consent of the student. Within the provisions of the Family Educational Rights and Privacy Act (FERPA), access will be granted to the following without the consent of the student: A. School Officials, including teachers and administrators, who have a legitimate educational interest; B. Officials of schools to which the student wishes to transfer; C. Authorized representatives of the Comptroller General of the United States, the Secretary of Education, or a administrative head of an education agency; D. In connection with the student’s application, receipt or continued eligibility/stand for financial aid, or E. A court order.

I authorize release of information and/or records of Neosho County Community College relating to me as proven herein:

Person(s) or Institution(s) to whom disclosure may be made:

__________________________________________

If items are checked below, then only that information and/or records checked are authorized for disclosure. If none of the boxes are checked and the document is signed, disclosure of all the following information is authorized:

Please check all that apply:

☐ Academic Information/Grades
☐ Accounts Receivable
☐ Admissions
☐ Athletic Membership/Participation
☐ Attendance/Enrollment Verification
☐ Financial Aid/Scholarships
☐ Housing
☐ STARS– Student Support Services
☐ Student Conduct/Discipline/Grievance Records
☐ Transcripts
☐ Other Disclosures as noted:

☐ All of the Above

I authorize any member of the faculty or administration at Neosho County Community College to make disclosures as provided above until this consent is revoked by me in writing and delivered to the NCCC registration office.

I understand that I am entitled to challenge the content of any record of Neosho County Community College which relates to use and that upon request in writing I am entitled to a hearing for that purpose.

I understand that this document overrides any previously submitted Consent to Release Information forms.

__________________________  ____________________________  ____________________________
ID #  Last 4 digits of Social Security Number  Date

__________________________  ____________________________
Printed Name  Signature

Revised: 11-6-2012
Appendix B

How to Access Student Handbook

Go to home page [www.neosho.edu](http://www.neosho.edu)

Place cursor on ‘Prospective Students’

Click on Student Support & Resources

Click on Student Residence Handbook
Appendix C

How to Access Inside NC

Go to our home page at [www.neosho.edu](http://www.neosho.edu)

Click on Inside NC

User Name is your ID#

Password is last 4-digits of your SS#

Screen shot of how Inside NC looks once your login is complete.
Appendix D Cont.

My Courses
In the navigation pane on the left side of the screen you will see a QUICK LINKS button entitled MY COURSES.

Click MY COURSES and then click on the appropriate course. From this screen - using the navigation pane, you should be able to follow along to determine your assignments.

Student Email
Another piece of the online environment that is very important is your STUDENT EMAIL or P-mail. Click on the following link for instructions for logging into your student email: http://web.neosho.edu/ics/Student_2/Technology_-_Online_Campus.jnz.

This link will provide DETAILED INSTRUCTIONS.
Appendix E

How to Access College Catalog

Go to home page www.neosho.edu

Place cursor on ‘Prospective Students’

Click on REGISTRATION

Click on College Catalog
Appendix E Cont.

Then you should be here:

Kansas Board of Regents Institutional Transfer Link: 
http://www.kansasregents.org/students/transfer-articulation/institutional-transfer-information