

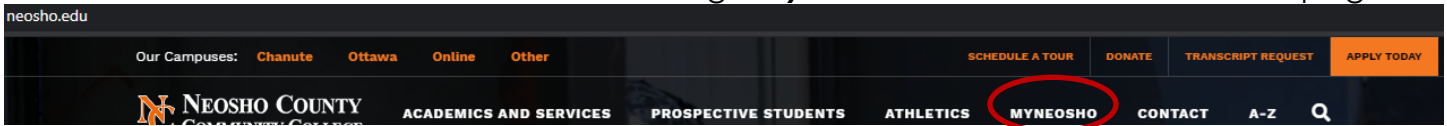
Applicants for HIT, Coding, Medical Assistant & Phlebotomy

Steps to Getting Enrolled:

- 1) Go to www.neosho.edu and apply for admission to the college (admission to the college is **not** admittance to the program). Make sure that you pick your major. <https://www.neosho.edu/ProspectiveStudents/Admissions/AdmissionsChecklist.aspx>
- 2) Go to <https://www.neosho.edu/Academics-and-Services> and find the program of interest by clicking the Academic Programs page and the Health Occupations section. You should carefully consider if you are fit for the program(s) and understand the financial commitment.
- 3) Forward your **OFFICIAL** college transcripts to the college Registrar and an **unofficial** college transcript from all prior colleges to the program advisor in order for your degree audit to be started (the sooner this is done, the sooner we will know what classes you need to finish the degree/certificate).
 - a. Once you have a student ID number, contact the Program Advisor directly. There is no guarantee that the program advisor will know that you are interested in the program just by noting your interest on the college application.
 - b. You can expect to get a tentative schedule from the program advisor based on the information you provide including the number of credit hours that you want to take a semester, whether or not you intend to take summer courses, and that you have the financial means to complete the program.
 - c. You may get financial assistance by contacting the financial aid department directly: <https://www.neosho.edu/Departments/FinancialAid.aspx>. You should always apply early as possible – NCCC's school code is 0019336. You may also set up payment arrangements. To avoid being dropped from your classes for non-payment, notify the Advisor for enroll after financial aid/payment arrangements are made.
- 4) Complete the online orientation. You must contact the program advisor directly so that you can get a tentative degree plan set up and get enrolled in the free online orientation course. In this course, the expectations of the program will be laid out, including time commitment, expectations for coursework including proper assignment submission. You will upload and submit the **signed** Handbook Acknowledgement form, and submit **the signed application and handbook attestations through the orientation course**. You can also upload other program/health documents and your immunizations at this time. *This course is critical to success in the program and obtaining full details of program(s) requirements.*
 - a. These programs require online courses.
 - b. Medical Assistant and Phlebotomy students are also required to attend hands-on lab courses on campus.
 - c. All programs require a certain number of hours to be completed in a healthcare facility in internship.
 - d. You should visit with your advisor if you plan to transfer to a university, as you may want to pursue taking courses that are more likely to transfer for direct credit such as Human Anatomy and Physiology with Lab, as opposed to the A&P for Allied Health course specific to the program.

5) **A complete list of steps to enroll** and details regarding the clinical externship/practicum courses, in which you work at healthcare facility, **is found in the Program Handbook.** (MINIMUM internship requirements: Medical Assistants 160 hours; phlebotomy complete 40 hours; Coding 40 hours; HIT varies).

6) Courses at NCCC utilize Jenzabar as the Learning Management System (LMS) for online courses, which is accessed through **myNeosho** from the website home page.



All students and employees are issued a Neosho ID#. The default password for *myNeosho* is the last four digits of your social security number. Neosho County Community College is pleased to provide login assistance.

24x7 Password Support provides immediate assistance with Password/login issues for **myNeosho** login accounts.

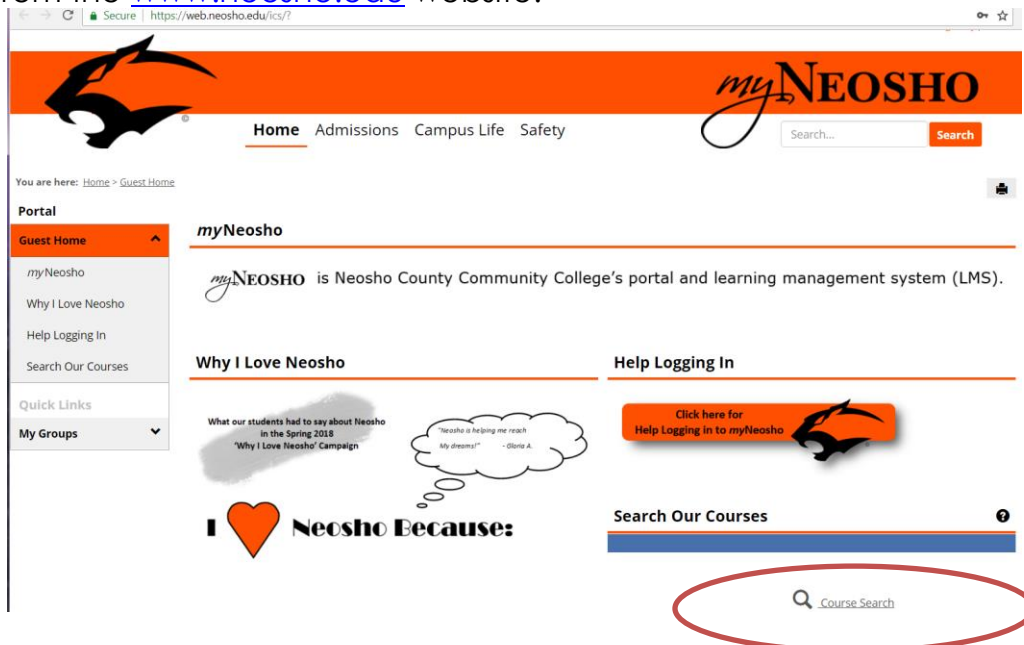


[Click to Chat](#)



Phone: 855-202-9773

You can find the schedule of courses offered in the semester through *myNeosho* when you click the link from the www.neosho.edu website.



Search by semester:

Course Search

Term: **Fall 2013** Make sure the correct semester is selected!

Department: All

Course Number Range: to

Title: Begins With

Course Code: Begins With

Division: All

Method: All

Time: To:

Meets on any day(s)

Meets only on the selected days

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Faculty: All

Campus: **All** You can search by campus, as well as filter out courses already full.

Building: All

Section Status: **Open or Full**

Min/Max Hours: to

- Home
 - Course Schedules
 - Campus News
 - MailBox Parties
- Quick Links
- My Courses
 - My Pages
 - My Groups
 - Copy Courses

Search Results

Term: Fall 2013 Division: All

Where course is offered (online, on campus, room numbers if applicable)

Starting and Ending date of your course!

Courses that are open (F means full)

Credit hours

Add	Textbooks	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>		ALHT 225 91	Int'l CI Dia 10	Humbert, Sarah E	14/22	O	Online Course: Online Campus, Inside NC	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALHT 230 91	Curr Proc Term	Humbert, Sarah E	16/22	O	Online Course: Online Campus, Inside NC	3.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALHT 255 91	HITClinicARtII	Royer, Kristie A	22/22	O	Online Course: Online Campus, Inside NC	3.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALHT 256 91	AlthHthSysHIT	Royer, Kristie A	19/22	O	Online Course: Online Campus, Inside NC	3.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 110 91	Med Prof Issues	Williams, Jennifer L	15/27	O	Online Course: Online Campus, Inside NC	2.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 120 21	Med Admin Aspec	Bishop, Amy J	16/18	O	M 5:00 PM-10:00 PM; Chanute Campus, Rowland Hall, Chanute Rowland Room 336	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 120 41	Med Admin Aspec	Eaker, Rhonda G	7/18	O	T 5:00 PM-10:00 PM; Ottawa Campus, Logan Campus - Ottawa, Computer Lab 2	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 120 81	Med Admin Aspec	Hall, Alice B	18/18	O	T 9:00 AM-2:30 PM; Lawrence, Art Executive Office Parks Building	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 125 91	HumBodyHealDis	Williams, Jennifer L	13/22	O	Online Course: Online Campus, Inside NC	3.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 126 21	Phlebotomy I	Page, Staci L	14/18	O	T 5:30 PM-9:30 PM; Chanute Campus, Rowland Hall, Chanute Rowland Room 336	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 126 41	Phlebotomy I	Oliver, Margaret Mae	14/18	O	TR 7:00 PM-9:00 PM; Ottawa Campus, Logan Campus - Ottawa, Classroom	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 126 91	Phlebotomy I	Oliver, Margaret Mae Williams, Jennifer L	11/18	O	Online Course: Online Campus, Inside NC	4.00	8/26/2013	12/19/2013
<input type="checkbox"/>		ALMA 180 21	Med Asst Exship	Williams, Jennifer L	15/18	O	BY ARRANGEMENT; Chanute Campus, Rowland Hall, Chanute Rowland Room 330	4.00	8/26/2013	12/19/2013

All courses for the semester are listed here by course code

You must notify your instructor of the courses you want enrolled in with the entire course number!

To find the course textbooks, click the [+]

Search Results

Term: Summer 2018 Division: All

Add	Course Code	Name	Faculty	Seats Open	Status	Schedule	Credits	Begin Date	End Date
<input type="checkbox"/>	ALHE 102 21	Nurse Aide	Lisman, Carolyn J	20/20	Open	TR 5:00 PM-9:15 PM; Chanute Campus, Rowland Hall, Chanute Rowland Room 319	6.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 102 51	Nurse Aide	Gedrose, Mary D	20/20	Open	To be announced; Ottawa Campus, Logan Campus - Ottawa	6.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 102 81	Nurse Aide	Mason, Stacey L	20/20	Open	TR 5:00 PM-9:15 PM; Lawrence, Lawrence College and Career Center	6.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 104 51	Medication Aide	Vail, Amber S	18/18	Open	Hybrid Course; Online Campus, Inside NC	5.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 105 91	Medical Term	Vail, Amber S	22/22	Open	Online Course; Online Campus, Inside NC	3.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 105 92	Medical Term	Rhine, Tracy A	22/22	Open	Online Course; Online Campus, Inside NC	3.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 114 91	Med Aide Update	Vail, Amber S	22/22	Open	Online Course; Online Campus, Inside NC	1.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 122 91	Intro Pharmacol	Vespestad, Dyan E	22/22	Open	Online Course; Online Campus, Inside NC	3.00	6/4/2018	7/26/2018
<input type="checkbox"/>	ALHE 141 11	BasLI/Sup/ProfRs	Nungesser, Donald R	18/18	Open	W 8:00 AM-12:30 PM; Chanute Campus, Rowland Hall, Chanute Rowland Room 305	0.50	6/6/2018	6/6/2018

Once you have your student ID and sign up for your Panther mail account, this should be the primary form of communication between you and your instructor/advisor, as this account is the only verified account we have on file.

Your myNeosho log on is **user name:** (your student id number) **password:** (see [instructions](#)). You must be logged in when setting up your email account.

Once logged on, you can click the student email link and set up your panther email account: **user name:** firstname.lastname (i.e. chrisy.savage) with the **password:** neosho and the last 4 digits of your SSN (i.e. neosho1234)

Accessing your Panther Email Account using Google Gmail



All email communications from NCCC directed to students are sent to and accessed from the student Panther Mail account. It is vital that you check your email regularly for campus information and communication from your instructors.

Students may opt to have their P-Mail forwarded to another account. However, emails to NC instructors and staff should be created only from Panther email or sent through the Roster page on myNeosho.

Your Panther mail address is created using the following:
firstname.lastname@student.neosho.edu

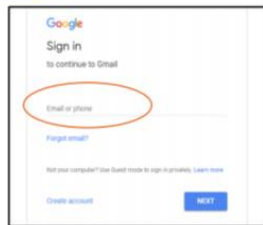
If there are students with the same first and last name, emails may contain a number after the first or last name, for example: john.smith2@student.neosho.edu

The default password is 'neosho xxxx', where the x's represent the last four digits of your social security number.

To Setup your student email or Panther Mail account:

1. Navigate to <https://mail.google.com/a/student.neosho.edu>

2. To find your email credentials, locate the official college notification email titled 'NCCC Web Account Information' from the email account used when applying to the college.



3. Enter the student email address and press 'Next'.

4. Enter the password provided and press 'Next'.

- If this is your first time logging in, you may be asked to change your password.
- You will be asked to provide a phone number that is authorized to receive a confirmation text when a password recovery is requested.

If you encounter technical difficulties when setting up your email, please contact our 24x7 Help using any of the methods provided here.



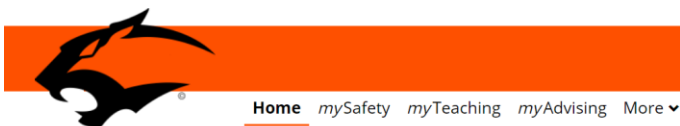
Phone: 855-202-9773



myNeosho Tutorials: Panther Mail

JICS 9.1.1 / eLearning2.3

Revised June 4, 2018



You are here: [Home](#) > [Student Home](#) > [myMailbox](#)

myMailbox

Choose a service to setup.

[NCCC Student Email](#)

myMailbox

Choose a service to setup.

[NCCC Student Email](#)

Please sign into your account.

First/Last Name

Email Address:

Verify Email Ad

Email Password

Save

Before each semester you will likely need to complete a Personal Info Update (PIU) before you enroll. Please ensure this is done timely to avoid delays in enrollment. You should also monitor your financial account and respond to financial aid requests. Advisors CANNOT enroll students that have A/R holds, bookstore holds, etc. on their financial account.

Once enrolled, your courses will show up in *myNeosho*. If you are new to online courses, it is highly recommended that you enroll in the [NC105](#) course to orientate yourself to the online format.

The screenshot shows the myNeosho student portal. On the left is a navigation menu with items like 'Student Home', 'Welcome', 'Panther Email', 'myMailBox', 'Course Search', 'Copy Courses', 'Quick Links', 'My Pages', and 'My Courses' (highlighted with a red box). The main content area features a 'Welcome to myNEOSHO' header, a list of links (myAcademics, myFinances, myResources, mySafety), and three columns: 'Panther Email' (with instructions on setting up email), 'Course Search' (with an 'Add/Drop' section and an alert), and 'Add/Drop Courses' and 'Course Search' links at the bottom.

You must be diligent in adhering to the deadlines for course add/drop. If you do not withdraw within a certain timeframe in the course, you can receive a reduction, or no refund, on course costs. Withdrawing late in the course (“W” on transcript) will also result in an “attempted” course that figures into your credit hour limit for financial aid. Students that adhere to strict privacy standards and display attention to detail are more apt to do well in this program. Healthcare clinical support professionals deliver direct patient care to a diverse age population with a variety of culturally different backgrounds, and have access to highly confidential patient information. Therefore, individuals who prefer to engage in overshare and gossip in public, on social media, etc. are encouraged to pursue a different degree.

If you have any further questions please do not hesitate to contact the Program Director: 620.432.0323, jbrown@neosho.edu, or the Assistant Program Director: 620.432.0398, rcosby@neosho.edu

**Welcome to the
Panther Family!**

~Jen & Rachele!