

Important Dates:

November 5th – Spring Online Enrollment Opens

To enroll, completely fill out the Enrollment Form, submit the \$100.00 non-refundable down payment per course, and any required transcripts or test scores before the deadline. If this is the first NCK Tech course that the student has taken, a \$50.00 non-refundable application fee will be added. Enrollment is not finalized until all of the required steps have been completed.

November 13th – Spring On-Campus Enrollment Opens

Students must visit with their advisor to enroll in the Spring Semester. If this is the first NCK Tech course that the student has taken, a \$50.00 non-refundable application fee will be added. Enrollment is not finalized until all of the required steps have been completed.

December 3rd – Spring Concurrent Enrollment Opens

To enroll, completely fill out the Enrollment Form, submit payment in full, and any required transcripts or test scores, Financial Responsibility Form, and FERPA Form before the deadline. If this is the first NCK Tech course that the student has taken, a \$50.00 non-refundable application fee will be added. Enrollment is not finalized until all of the required steps have been completed.

January 4th – Spring Online Enrollment Ends

There are minimum enrollments for some courses and we will determine if the minimum enrollment has been met on January 4th. If the course is not going to be offered, the student will be notified at this time. If we cancel a course the student will be refunded the down payment, otherwise it is non-refundable.

January 7th – Spring On-Campus Courses Start

January 11th – Add/Drop Deadline & Enrollment Deadline for Concurrent Students

On-Campus students that drop a program of study within the first five days will not be charged tuition and fees. Textbooks and supplies are non-refundable. Dormitory and food service expenses are refundable based upon the terms of the contract. On-Campus students may switch program courses or add/drop general education courses within the first five days of school.

January 14th – Spring Online Courses Start

Once you have logged into Blackboard Open and/or the first Friday of the course has passed, students are required to pay for the course in full. Students may withdraw from a course, but all tuition and fees are non-refundable.

January 18th – Tuition and Fees Due

It is up to our students to pay for their courses. We do NOT send out bills. Non-payment will result in a \$50.00 late fee. Online students will be temporarily removed from their course(s). Online students will have an additional 5 business days to make payment to regain access.

January 18th – Last Day to Withdraw for a 90% Tuition Refund (On-Campus & Concurrent Only)

On-Campus and Concurrent students may withdraw from their course to receive a “W” on their transcript. A 90% refund of tuition will be applied to their account. This may have financial aid repercussions. All online courses are non-refundable. Please visit with the financial aid office before withdrawing from any courses.

January 25th – Final Day to Regain Access to Online Courses

If payment is not received at this time students will be administratively withdrawn from the course(s) enrolled. This could affect your financial aid status. Students are still required to pay for the course in full. Administratively withdrawn students will receive the final earned grade for their courses.

A student may be administratively withdrawn from any or all courses by a College administrator when one of the following conditions exists:

- The student has been dismissed from the College, regardless of the reason.
- The student has violated the program, **or** course attendance standards.
- The student fails to satisfy financial obligations to the College.
- The student has not satisfied minimum academic standards of a program of study and is not permitted to continue classes.
- The student has violated the Student Code of Conduct.
- Students will receive the final earned grade for their courses.

The complete policy on administrative withdrawals can be found on page 5 of the NCK Tech 2018-2019 Student Handbook.

February 4th – Last Day to Withdraw for a 50% Tuition Refund (On-Campus & Concurrent Only)

On-Campus and Concurrent student may withdraw from their course to receive a “W” on their transcript. A 50% refund of tuition will be applied to their account. This may have financial aid repercussions. All online courses are non-refundable. Please visit with the financial aid office before withdrawing from any courses. .

March 4th – Last Day to Withdraw for a 25% Tuition Refund (On-Campus & Concurrent Only)

On-Campus and Concurrent student may withdraw from their course to receive a “W” on their transcript. A 25% refund of tuition will be applied to their account. This may have financial aid repercussions. All online courses are non-refundable. Please visit with the financial aid office before withdrawing from any courses.

March 7th – Collections (On-Campus Students)

If payment is not received at this time collection proceeding will begin. Students have 60 calendar days from the start of class to make payment before being turned over to collections. This will affect your credit score.

March 18th – Collections (Online Students)

If payment is not received at this time collection proceeding will begin. Students have 60 calendar days from the start of class to make payment before being turned over to collections. This will affect your credit score.

March 26th – Last day to withdraw from general education courses

This may have financial aid repercussions. Please visit with the financial aid office before withdrawing from any courses. All online courses are non-refundable.

May 10th – Last day of semester

Prerequisites and Test Scores

Some courses require test scores or prerequisites in order for students to be successful. These courses include [English Composition I](#), [English Composition II](#), [Intermediate Algebra](#), [College Algebra](#), [Elementary Statistics](#), [Anatomy & Physiology](#), and [Microbiology](#). Test scores or transcripts are required before enrollment is finalized. For questions regarding prerequisites and test scores please contact our Registrar, Judy Heidrick, at jheidrick@ncktc.edu or (785) 738-9058.

Tuition and Fees

Fees are determined in August, so changes may occur for our fall semester courses. There are additional lab fees required for our science courses. For students who are under 18 your parent or guardian must sign the [Financial Responsibility](#) form before your enrollment can be finalized. If your parent/guardian doesn't wish to sign the form your enrollment can be finalized by paying in full with cash, cashier's check, or a money order.

Financial Aid

Students must be enrolled in a certificate or degree seeking program to be eligible for financial aid. Attendance is also mandatory to secure your aid. It will be checked one week after courses begin to determine eligibility. If the student has not participated in courses financial aid will not be awarded. Please refer to our [Financial Aid](#) page if you have any questions.

Textbooks

On-Campus Students – Textbooks will be ordered and available the first day of each semester. If you would like to purchase your own textbooks please contact Debbie Geyer in Student Accounts, dgeyer@ncktc.edu.

Online Students - Most courses have required textbooks. These textbooks are listed on our [Books & Supplies](#) page and may be purchased through any online vendor such as [Amazon](#) or [Barnes & Noble](#). Just type in the ISBN number and it should bring up the correct item. Textbooks should be purchased and ready by the first day of class.

Concurrent Students – Your High School teacher should provide you with the necessary textbooks.

Family Educational Rights and Privacy Act (FERPA)

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he/she reaches the age of 18 or attends a school beyond the high school level. Schools may disclose, without consent, "directory" information. If you would like further information or for NCK Tech to be able to discuss "non-directory" information with a parent/guardian, spouse, or employer you will need to fill out the [FERPA Release Form](#).

TechKNOW

[TechKNOW](#) is the online student information system currently used. Students will be able to view final grades, student ledger, campus activities, and student account information.

Blackboard Open

[Blackboard Open](#) is the online learning management system currently used. Students who are enrolled in online courses will receive an e-mail with their username and password to the email provided on their application within five days of the beginning of the course. Please check the spam and junk folder, as sometimes the email gets placed in these folders. You must provide a valid email address in order for this information to be sent to you. If your school has a firewall in place that blocks incoming emails, please provide an email address where this information can be received.