



Concurrent Enrollment and Program Course

High School Student Guide

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Dear NCK Tech Concurrent Credit Student

We are delighted that you have chosen to get a head start on your college by participating in the Concurrent Credit Program through NCK Tech.

This is an opportunity for high school students to earn college credit while still in High School. This handbook is designed to answer your questions about the requirements, expectations, processes, and services available to you as a college student through concurrent and SB155 enrollment.

After your graduation from high school, we encourage you to consider NCK Tech as an option for college. We offer transferrable general education courses that transfer to any public college or university in Kansas. Technical education is a time-efficient, cost-effective means of achieving career education. Did you know that over 70% of all jobs in the state of Kansas require a technical education? Our students get jobs! If you would like more information about our programs, please do not hesitate to contact our admissions department.

Please use this handbook as a useful guide. If you have additional questions, feel free to contact our office. We hope you have a great semester and we wish you all the best for your future.

Dr. Corey Isbell
Dean of Instructional Services
NCK Technical College

Enrollment Process

To enroll in a course for concurrent credit, please follow these steps: (Please Note: Online classes do not qualify for concurrent credit)

THE DEADLINE DATE FOR ENROLLMENT AND PAYMENT IS AUGUST 30 FOR FALL 2019 COURSES AND JANUARY 17 FOR SPRING 2020 COURSES.

- Go to www.ncktc.edu
- Click “Apply Now” in right hand corner
- This is the online application that will need to be completed
- Enter all required information – make sure your SS# is correct when you enter it
 1. Maiden Name – Not applicable
 2. Email address – enter your school email
 3. Additional Education – leave as “No Additional Education-N/A”- there will be 3 of these
 4. Are you a current NCK Tech Student? If you have previously taken classes with us, select “Yes”
 5. Choose Enrollment Period
 6. Campus – Select Concurrent
 7. Choose High School
 8. Checkboxes appear with courses – check what you plan to take for upcoming semester
 9. Cost information will appear at the bottom – you will select a Payment Method
 10. Agree to the Terms and Conditions
- Submit Application

ADDITIONAL FORMS REQUIRED:

- FERPA Release Form – this is required only if the student is the age of 18 or older and the form is on page on page 10 of this guide.
- Letter of Financial Responsibility and this form is on page on page 12 of this guide.

We encourage online payments but if paying by check make check payable to NCKTC and mail to:
North Central Kansas Technical College
Attn: Cashier
PO Box 507
Beloit KS 67420

Placement Testing

ACT or ACCUPLACER scores must be submitted if taking English Composition, College Algebra or Intermediate Algebra. Appropriate scores are as follows:

For English Composition:

ACT – Must have a 20 in English Portion

ACCUPLACER – Must have a 255 in both Reading and Writing

For College Algebra and Intermediate Algebra:

ACT – Math score of 18 or above – Placement in Intermediate Algebra

ACT – Math score of 22 or above – Placement in College Algebra

ACCUPLACER – Score of 250-262 – Placement in Intermediate Algebra

ACCUPLACER – Score of 263 or higher – Placement in College Algebra

To schedule an ACCUPLACER exam, please contact your high school counselor or register at <https://ncktc.edu/registration/> to take an ACCUPLACER exam on an NCKTC Campus.

Important Dates

<https://ncktc.edu/events/>

Books

CTE Program Courses: Books and supplies are available directly from the college and are distributed to students through their departments.

General Education Courses: Please see your high school counselor on how to obtain books.

Academic Evaluation Criteria

The academic progress of the student is evaluated as follows:

Excellent	A
Good	B
Average	C
Unsatisfactory	D
Passing	P
Failing	F
Incomplete.....	I
Withdraw.....	W

NOTE: The grade of Incomplete will be utilized only when extenuating circumstances exist: justifying additional time for the student to establish a grade for the semester. If an Incomplete grade is given, the Incomplete must be changed to a letter grade within two weeks after the semester ends.

Student Handbook

Please visit <https://ncktc.edu/wp-content/uploads/2018/08/18-19-FINAL-Student-Handbook.pdf> to view our full Student Handbook.

Academic Appeals

Students who believe they have been treated unfairly with regard to academic regulations such as academic honesty, academic probation and dismissal and reinstatement may request in writing a hearing before the Dean of Instructional Services. The appeal must be received by the Dean of Instructional Services' office within 30-calendar days after the event. The student will be notified in writing of a hearing date with the Dean of Instructional Services or his/her designee. The hearing will occur within 10-business days of the appeal being received by the college. A business day is defined as a day the college is open for business. If the student is requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. The outcome or decision will be communicated to the student and the instructor (if appropriate) within five business days of the hearing.

If a student is dismissed from a program and/or the institution for academic reasons, the student may within 30-calendar days of the recommendation of dismissal request in writing a hearing before the Dean of Instructional Services. The Dean of Instructional Services will notify the student in writing of a hearing date. The hearing will occur within 10-business days of the appeal being received by the college. The student will be requested to appear at the hearing, each party shall have the right to have an advisor present (including an attorney) at the party's own expense. Although each party has the right to have an advisor present, the advisor may not speak for the college or the student or cross examine witnesses. An audio recording of the proceedings will be made. The outcome or decision will be communicated to the student and the instructor within five business days of the hearing.

A student who wishes to appeal the decision of the Dean of Instructional Services in academic matters may do so by filing a written appeal within 10-business days of the decision with the college president.

Upon receipt of a complete letter of appeal, the president will review the recording of the previous proceeding(s) and any written materials submitted at the previous hearings. Within 10-business days of the receipt of the appeal, the president or his/her designee will affirm, modify or reverse the decision of the Dean of Instructional Services. The president's decision will be mailed to the student at the address listed in the student's letter of appeal. The outcome or decision will be communicated to the student, instructor and the Dean of Instructional Services.

A student who wishes to appeal the decision of the president may petition the board through the Clerk of the Board in writing and request a hearing on the specific issue. Such petition must

be filed within five academic days of receiving notice of the decision. All decisions of the board are final.

Attendance Policy

Class attendance is necessary for students to learn and succeed. The college intends to establish expectations which resemble those of a workplace environment. Students are expected to attend class every session. Students should be punctual in their attendance and participate fully in all class-related activities; including labs, shop, and field trips. Students are accountable for their absences and responsible for providing instructors with advance notice of any absence.

Due to the diversity of programs offered and the various formats in which they are delivered, NCKTC allows each department to develop their own approved attendance policy which best suits their program. The attendance policy will be outlined in the course syllabus and is factored into the student's daily grade and/or final grade. Students are advised to meet with their instructor regarding the attendance policy for each class/program.

If a student's absences exceed the limits of the program's attendance policy, instructors may recommend a student be dismissed from the class or program. The final decision on the recommendation will then be made by administration. The decision will then be communicated to the student and the instructor.

Program Withdrawal

To withdraw from a Program, a student must complete a Voluntary Withdrawal Form in the Registrar's Office.

- A student who withdraws from a program during the first week of the semester will not have a notation on the transcript.
- Students withdrawing after the first week but before the published drop date will receive grades earned on all completed courses up to the date of withdrawal. All remaining courses for the semester will receive a grade of W on the transcript.
- After the published drop date, students will not be allowed to withdraw and will receive the final earned grade for their courses.

General Education Withdrawal

To withdraw from a general education course, a student must complete a Course Withdrawal Form in the Registrar's Office.

- A student who withdraws from a general education course during the first week of the semester will not have a notation on the transcript.
- Students withdrawing after the first week and up to 60% of the semester will be given a grade of W for that course.
- After 60% of the semester is completed, students will not be allowed to withdraw.
- General Education instructor's signature is required.

Non-Discrimination of Individuals with Disabilities

The Administration, Faculty and Staff of NCK Tech are committed to providing equal education, employment opportunity and full participation for its students and employees with disabilities.

The college recognizes its responsibility to provide equal access and opportunity for persons with disabilities and is committed to providing reasonable accommodations in accordance with applicable state and federal laws including, but not limited to, Section 504 and 508 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act Amendments Act (ADAAA) of 2008. It is the college's policy that no "otherwise qualified" person with a disability be excluded from participating in any college program or activity, be denied the benefits of any college program or activity, or otherwise subjected to discrimination with regard to any college program or activity.

Prospective and current students with disabilities requesting accommodations must do so by contacting the Director of Learning Resources at (785) 738-9020 or by mail at NCK Tech Resource Center, Attn: Director of Learning Resources, PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Accommodation Policy for Students with Disabilities

NCK Tech is dedicated to providing equal access and opportunity to all campus programs and services for students with disabilities (both temporary and permanent) and is committed to providing reasonable accommodations in accordance with applicable state and federal laws. The college acknowledges that traditional methods of instruction or delivery of programs and services are not always appropriate or sufficient to accommodate the limitations experienced by persons identified with disabilities. When a student's disability prevents him/her from fulfilling a course requirement through conventional procedures, consideration will be given to alternatives, keeping in mind that academic standards must be maintained and the safety of all persons considered.

Please contact Director of Learning Services Amber Loomis at aloomis@ncktc.edu or 785-738-9020 for additional information.

Transcript Request

If you have an NCK TechKnow account you may obtain an unofficial copy of your Transcript from within NCK Tech Self-Service.

Alternatively, you can fill out our online form at <https://ncktc.edu/transcript-request/> or print out and complete the [Transcript Request form](#). This form must be completed in full and faxed to 785 738-2903 or sent to: NCK Tech Registrar, PO Box 507, Beloit, KS 67420. There is no charge.

Scholastic Dishonesty

Membership in the NCKTC learning community imposes upon the student a variety of commitments, obligations and responsibilities. It is the policy of this college to impose sanctions on students who misrepresent their academic work. Appropriate classroom instructors or other designated persons will select these sanctions consistent with the seriousness of the violation and related considerations.

Examples of scholastic dishonesty include but are not limited to:

A. Plagiarism: *i.e.*, taking someone else's intellectual work and presenting it as one's own. Each department sets standards of attribution. Faculty will include disciplinary or class-specific definitions in course syllabi.

B. Cheating is unacceptable in any form. Examples include consultation of books, library materials, notes or electronic devices during tests without the instructor's permission; use of crib sheets or hidden notes; intentional observation of another student's test; receipt of a copy of an exam or questions or answers from an exam to be given or in progress; submission of falsified data; alteration of exams or other academic exercises; and collaboration on projects where collaboration is forbidden.

C. Falsification, forgery or alteration of any documents pertaining to assignments and examinations.

D. Students who participate in, or assist with, cheating or plagiarism will also be in violation of this policy.

Classroom instructors and/or administrators will assess sanctions for violations of this policy. The seriousness of the violation will dictate the severity of the sanction imposed. Academic sanctions may include but are not be limited to any of the following:

- a. verbal or written warning
- b. lowering of grade for an assignment
- c. lowering of term grade

Administrative sanctions may include but are not limited to either of the following:

- a. suspension from the College
- b. dismissal from the College

The Family Educational Rights and Privacy Act (FERPA or the Buckley Amendment) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records.

These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:

School officials with legitimate educational interest;
Other schools to which a student is transferring;
Specified officials for audit or evaluation purposes;
Appropriate parties in connection with financial aid to a student;
Organizations conducting certain studies for or on behalf of the school;
Accrediting organizations;
To comply with a judicial order of lawfully issued subpoena;
Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information which includes: student's name, address, telephone number, date of birth, honors and awards, dates of attendance, electronic mail address, Student user ID that alone cannot be used to gain access to education records, photograph, major field of study, grade level, enrollment status, degrees, most recent educational agency or institution attended, participation in officially recognized activities and sports. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

SECTION C. Certification

I authorize the above third party, named in Section B, to access the above indicated student record information. This authorization does not permit the third party to make any changes. Furthermore, I acknowledge that I have read and understand the above language regarding the Family Education Rights and Privacy Act (FERPA)

Student's Signature

Date

NCK Tech is committed to nondiscrimination on the basis of race, color, gender, ethnic or national origin, sex, sexual orientation, gender identity, marital status, religion, age, ancestry, disability, military status, or veteran status in admission or access to, or treatment or employment in, its programs and activities. Further, it is the policy of the college to prohibit harassment (including sexual harassment and sexual violence) of students and employees. Any person having inquiries concerning the college's compliance with the regulations implementing Title VI, Title VII, Title IX, Section 504, and the Americans with Disabilities Act Amendments Act is directed to the Dean of Instructional Services (Section 504/ADA Compliance Officer) or the Dean of Student Services (Title VI, Title VII, & Title IX Compliance Officer) at [1-800-658-4655](tel:1-800-658-4655) or PO Box 507, 3033 US Hwy 24, Beloit, KS 67420.

Last Updated 5/30/2019

IMPORTANT INFORMATION
Letter of Financial Responsibility

This document is REQUIRED in order to take courses at NCK Tech.

This Letter of Financial Responsibility is designed to be completed by whoever is handling your financial matters. Although you may be planning to pay for it yourself, if you are under 18 years of age your parent/guardian is ultimately responsible for any payment not received. If a third party has agreed to pay for your course(s), such as an employer, they will need to complete this form. A social security or tax ID number is required and necessary for collecting any past-due debts. This document must be turned in before enrollment can be finalized into any chosen course(s). It can be faxed to (785) 738-2903 or returned by mail:

NCK Tech
Attn: Cashier
PO Box 507
Beloit, KS 67420

Any questions? Please email: bbeck@ncktc.edu



Letter of Financial Responsibility for NCK Tech

Student Name: _____

Social Security Number: ____ - ____ - _____

Permanent Address: _____

City: _____ **State:** _____ **Zip:** _____

Name of Responsible Party: _____

Social Security Number: ____ - ____ - _____ **OR Tax ID Number:** _____

Permanent Address: _____

City: _____ **State:** _____ **Zip:** _____

The person signing below as the financially responsible party agrees to assume joint liability with the student for any debt incurred during his/her semester or term with NCK Tech. In the event of a delinquency, I promise to pay all attorney fees and other reasonable collection costs necessary for the collection of any amount not paid when due.

Signature of Responsible Party: _____ **Date:** _____

North Central Kansas Technical College

Beloit Campus
P.O. Box 507 | Beloit, Kansas 67420
1-800-658-4655 | 785-738-2276

Hays Campus
2205 Wheatland Ave. | Hays, Kansas 67601
1-888-567-4297 | 785-625-2437

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