

Student and Parent Handbook



**NORTHEAST IOWA
COMMUNITY COLLEGE**

Student & Parent Handbook

Revised Spring 2025

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Northeast Iowa Community College Mission & Vision

Mission Statement

Northeast Iowa Community College provides in-demand education and training focused on improving lives, driving business success and advancing community vitality.

Vision Statement

Northeast Iowa Community College will be the premier source for in-demand education, workforce training and partnerships, through innovative thinking and talent development.

Values

- Service:** We listen, identify and respond to the needs and expectations of our internal and external communities.
- Respect:** We show consideration for one another and encourage diverse perspectives to build trust, cooperation and accountability.
- Innovation:** We foster the development and advancement of ideas through individual and team creativity.
- Stewardship:** We use our resources in a responsible, impactful, and sustainable manner.
- Integrity:** We are ethically accountable to ourselves and others.
- Resiliency:** We learn from our experiences, refocus, and seize the opportunity to improve and persist.

Continuous Notice of Non-Discrimination

<https://www.nicc.edu/about/nondiscrimination-statement/>

COURSE ENROLLMENT AND NICC POLICIES

Enrollment in a course at Northeast Iowa Community College includes requirements and responsibilities that are described in the college catalog published at www.nicc.edu/catalog.

Additional rights and responsibilities for high school students enrolled in college courses are published in this document. Registration in a course at Northeast Iowa Community College requires students follow all policies and procedures in this handbook. High school students are subject to the same course admission and placement policies as traditional college students as well as the eligibility guidelines of [Senior Year Plus](#).

BENEFITS OF TAKING COLLEGE COURSES

- Saves time and money on future college costs (tuition & fees, textbooks, dorm fees, transportation, etc.)
- Reduces duplication of courses
- Helps develop career focus and achieve personal goals
- Provides a smoother transition to college expectations and rigor
- May increase ACT/SAT scores and eligibility for college scholarships
- Provides a learning experience in post-secondary culture while developing students skills for success

PROGRAMS FOR HIGH SCHOOL STUDENTS

This handbook was developed to answer questions you may have regarding your enrollment in programs for high school students offered through Northeast Iowa Community College [HIGH SCHOOL PARTNERSHIPS](#). NICC offers a way to gain college credits early and get a jump start on a college degree by making available opportunities for high school students to enroll in college courses prior to high school graduation. In most cases, college credits may be earned tuition-free, providing a significant savings in the cost of your college education. High School Partnerships is guided by [Senior Year Plus](#), enacted by Iowa Legislation.

Concurrent Enrollment

Concurrent Enrollment promotes rigorous academic and career and technical pursuits by providing opportunities for students to enroll in NICC courses offered within the high schools. High School Partnerships Concurrent Enrollment Program contracts with local

high school instructors, meeting the college's faculty standards and requirements, to teach the NICC courses on-site.

Concurrent Enrollment Eligibility & Responsibility

- Students must be high school students who reside in Iowa.
- Students must be proficient in Reading, Math, Sciences for Arts and Science coursework. Career and Technical coursework is exempt.
- Students must meet the same prerequisite, co-requisite, and course admission and placement requirements as traditional college students and take the course for college credit. Senior Year Plus does not allow auditing in any concurrent enrollment courses.
- Students must complete an application form at applynow.nicc.edu
- Students must submit ACT, ALEKS, Accuplacer placement scores or GPA with their registration forms, if applicable.
- Placement testing must be completed before registering or attending a course. Late additions to courses are not allowed in concurrent enrollment courses because of the rigorous schedule of college classes.

- **Students can access the following NICC accounts through NICC's MyCampus quick links:**
 - [MyCampus](#)
 - [NICC Gmail](#)
 - [Brightspace Learning Management System](#)

- Concurrent students may be responsible for purchasing supplies for any semester in which they are enrolled. Check with your local district for guidance.
- Textbooks and course required materials are provided by the school district per their textbook policy; in your high school registration handbook.
- Additional eligibility and guidelines are available from the Iowa Department of Education's [Senior Year Plus Guide](#).

For a list of courses offered at your high school, go to www.nicc.edu/hspartnerships and select the link for **High School College Credit Courses**.

Placement in College Credit "PICC"

PICC (Placement in College Credit,) is a subcategory of concurrent enrollment. Courses are made available by the College and are approved by the high school. Courses are taught by college faculty at an [NICC Campus or Center Locations](#) or online through the [Brightspace LMS](#). Successful completion of the course generates high school credit which applies toward district subject areas and/or graduation requirements. The school district

pays NICC for the cost of the course. Please check with your Guidance office or career coach for additional information on course eligibility.

- Students shall not “audit” postsecondary courses. The student must take the course for credit and must meet all of the requirements of the course which are required of postsecondary students.
- Students must meet NICC’s admission requirements (application, placement test, GPA) and any co or pre-requisites of the course they are registering for.
- Transportation to and from courses at the Community College is the obligation of the student and the student’s parent or guardian.

For a complete listing of available NICC courses, visit: www.nicc.edu/courses.

Early Admission [Pathways](#)

High School Partnerships offers a variety of [Guided Career pathways](#) in partnership with local high schools including:

- Automotive Technology
- Carpentry
- Computer Numerical Control (CNC)
- Computer Science and Security
- Diesel
- Health

For a current list of pathways, including locations and schedules, visit www.nicc.edu/hspartnerships. Registration and responsibility guidelines are similar to those for concurrent enrollment. All students must submit a registration form and placement test scores or GPA, if applicable. Students may be responsible for supplies, testing and/or background check fees.

HIGH SCHOOL PARTNERSHIPS ARTICULATIONS

Articulation is an agreement between a High School and Northeast Iowa Community College (NICC) which may allow a student to receive college credit for non transfer career and technical program course(s), taken at the high school, provided they meet the agreed-upon core competencies and performance levels. Competencies are agreed upon between members of the High School, College Faculty, and the Department Dean. Articulated courses do not contribute to the student’s NICC grade point average, but do satisfy specific career program requirements. Contact your high school guidance office for a list of articulated courses offered in your High School or visit www.nicc.edu/hspartnerships and click on the link for Articulation Agreements.

Criteria for Participation

1. All students desiring to earn articulated credits shall meet and maintain the prerequisites and academic standards of Northeast Iowa Community College for the intended program of study.
2. This agreement applies only to courses approved for articulation by NICC.
3. Either party will review the articulation process and procedures every five years.
4. Articulation credit will not be granted if the student has an equivalent or comparable college course on his/her college transcript.
5. High school articulation credit will be granted as per the articulation agreement in effect at the time the student graduated from high school.
6. When the high school student wishes to earn articulated credit(s), the following conditions must be met:
 - a. Receive a grade of “C” or better in the secondary level course.
 - b. Successfully complete the identified secondary level course competencies.
 - c. Enroll in a diploma or degree program at NICC within 12 months following high school graduation.
 - d. For those enrolling at a later date, the NICC departmental dean will review each course to determine what articulation credit may be awarded.
 - e. Successfully complete 12 semester hours of credit at NICC before articulated credits are recorded on the student’s transcript.

GENERAL INFORMATION

Application & Registration

All high school students who enroll in a college course must complete the following steps:

1. **Submit a completed High School Partnerships application form** available at applynow.nicc.edu.
2. **Submit GPA, ACT scores or take the Accuplacer / ALEKS placement assessment if required.** Assessments may be scheduled at one of [NICC’s campus or centers](#) or in your local high school if there is a certified proctor at your school. Check with your Guidance office or career coach for more information.

Reading and Writing

Placement assessments in Accuplacer are currently free, but there is a limit on retesting:

- * Students are strongly encouraged to thoroughly review subject matter prior to retesting in Accuplacer.
- * The student should wait at least two weeks from the date of the original test before taking the first retest.

- * The student must provide evidence of remediation in the requested areas before approval is given for a third assessment.
- * If the student is unsuccessful after the second retest, a one year waiting period from the original test date is required.

Students who take the Accuplacer should remember to take photo identification with them. Practice questions are available at www.testprepreview.com and www.collegeboard.com/student/testing.

Math (ALEKS) (www.aleks.com)

After the first assessment, students may immediately utilize Prep and Learning Module, up to four times within a six-month period. Students must invest at least 5 hours reviewing in the Prep and Learning Module prior to taking a second assessment.

3. View the [New Student log in](#) video and complete the [New Student Orientation](#), accessible from [MyCampus](#).

WHAT IS FERPA?

[FERPA stands for Family Education Rights and Privacy Act](#) which affords students certain privacy rights with respect to their education records. **Students may waive their rights to allow parents or others to have access to this information; however, this waiver or written consent must be signed by the student and on file in the Registrar’s office.** The college follows [FERPA guidelines](#) about what information it discloses about students.

Student application forms currently have students acknowledge that high school officials have access to educational records.

Questions regarding further information on FERPA may be addressed to the college Registrar. [REQUEST TO RELEASE INFORMATION-NEW.docx](#)

Adding, Dropping and Withdrawing

High school students may add a class and also drop or withdraw from courses after the semester begins in alignment with NICC policy. Course changes require the permission of the high school Guidance office and the signature of the instructor or the Guidance office according to the following procedures. Students should pay close attention each semester to the deadlines for adding, dropping, and withdrawing from college courses.

Students who withdraw from NICC or drop a course scheduled from 12 to 16 weeks in length, may be eligible for a tuition refund. Tuition refunds are calculated based on the start date of the course, up to the third week regardless of the number of class meetings during the term in accordance with the following schedule:

1-7 days.....100% tuition & fees

8-10 days.....50% tuition & fees

A most accurate schedule may always be found:

<https://www.nicc.edu/financeoffice/tuition-refund-policy/> or by typing in “Tuition Refund” in MyCampus.

Adding a Course

Courses may be added with the permission of the instructor during the first week of the semester if students have been admitted to the college. (Registration form and placement requirements completed.) Adding a course requires that students gain approval of the high school Guidance office and the course instructor.

Dropping a Course

Students may drop a course without penalty by meeting and discussing with their instructor and high school Guidance Office within the 100% refund period (above).

Check with your High School Counselor to determine your high school policy for dropping a course, as this may have graduation and/or extracurricular activity repercussions.

Withdrawing from a Course

After the 100% tuition refund period, students have up until three-fourths of the course length to withdraw. Students must complete a Withdrawal Form with their high school Guidance office and submit to the High School Partnerships Office. Failing to notify the instructor and the high school Guidance office of your intent to withdraw may result in receiving a failing grade, potentially affecting your eligibility for financial aid or high school eligibility for extra-curricular activities. Check with your High School Guidance to determine your high school policy for dropping a course, and any impact on graduation and/or extracurricular activity participation.

Satisfactory Academic Progress

Understanding SAP

SAP Requirements

1. Stay in Good Academic Standing.
= 2.0 Cumulative GPA

Students must meet or exceed a 2.0 GPA
A=4.0 B=3.0 C=2.0 D=1.0 F=0.0

2. Finish the Classes You Started.
= 67 Percent Credit Completion Rate

Total completed / attempted credits for a semester
must equal or exceed 67 percent

3. Graduate on Time.
= 150 Percent Time Frame

Credits attempted / credits required for program
must be less than 150 percent

SAP Statuses



SAP Appeal Outcomes

1. **PROBATION**
Appeal is approved; aid is reinstated. You must meet SAP requirements in one semester.
2. **ACADEMIC PLAN**
Appeal is approved; aid is reinstated. You must complete the academic plan form with an Enrollment Advisor or Financial Aid specialist. You will continue on the plan until you meet SAP or graduate as long as you meet the terms of the plan each semester.
3. **DENIED**
Appeal is denied; not eligible for aid. You may continue to be enrolled with the College, you must pay tuition independently or through a payment plan. To regain eligibility, you must meet SAP requirements or re-appeal after demonstrating success (*completing 3 credits with a minimum 2.0 GPA*).

Where do I access my SAP information?

Self Service Financial Aid

- SAP status
- Credits attempted and completed
- GPA

How often is my status updated?

SAP is reviewed and updated every semester, immediately following official grade submissions and after FAFSA submission per federal law.

TOP FIVE Reminders

FOR SATISFACTORY ACADEMIC PROGRESS (SAP)

1

UNDERSTAND THE REQUIREMENTS.

- **Grade Point Average (GPA).** Maintain a cumulative (overall) 2.0 GPA (C average) or higher in all classes (including those taken during high school). C- average does not meet SAP or graduation requirements. (C- average equals 1.67 GPA)
- **Complete Courses.** Successfully complete 67 percent of attempted College credits. (Divide completed credits by attempted credits. Transferred credits are included.)
- **Progress in your Degree.** Complete your program of study within a 150 percent of the required number of credits. (an associates degree requires 60 credits, a student must complete the degree within 90 attempted credits.)

2

CHECK SAP STATUS.

Check your SAP status in Self Service for Students > Financial Aid. A financial aid suspension means that you are no longer eligible to receive federal, state and institutional financial aid. This may include Pell grants, State grants, scholarships, student loans and work study. Take necessary action if you are on warning or suspension to ensure your financial aid eligibility is maintained.

3

CHECK YOUR EMAIL.

Students receive official notification of any SAP warning or suspension status via College email at the end of each semester. This notification provides guidance and a link to the appeal process.

4

APPEALS AND THE REVIEW COMMITTEE.

When a student receives a financial aid suspension, they are encouraged to file an appeal. Appeals must explain the extenuating circumstances that prevented the student from meeting SAP requirements and what changes they will make to meet SAP. Second and subsequent appeals require new circumstances.

The College has a district-wide appeal committee that reviews and determines if eligibility will be reinstated.

5

HIGH SCHOOL STUDENTS ARE INCLUDED.

Courses taken for College credit are included in grade point and completion calculations. There are times when high school students begin their first degree-seeking term at the College on financial aid warning status.

ADDITIONAL RESOURCES.

- The full Satisfactory Academic Progress (SAP) policy is available at www.nicc.edu/appeal.
- GPA Calculators: gpacalculator.net/how-to-raise-gpa
- Contact a Financial Aid Specialist for help with SAP, status and student options.

Learn More.

CALMAR

Sherry Massman
563.562.3263, ext. 304
massmans@niccedu

PEOSTA

Amanda Reddick-Gilson
563.556.5110, ext. 315
reddick-gilsona@niccedu



GRADING INFORMATION

Students will receive a syllabus and course guide from their instructor, also posted in Brightspace, which provides expectations and grading criteria for the course. For courses in which students will receive high school and college credit, grades are sent to the high schools for inclusion on student transcripts. Students will also have a record with NICC and will need to request college transcripts directly at www.nicc.edu/transcript. Unofficial grades may be accessed at the end of the term online: selfservice.nicc.edu/student (Via SelfService in [MyCampus](#).)

Students should be aware that instructors' grading criteria may differ from course to course and instructor to instructor. Always follow the guidelines printed on your course syllabus. If an instructor fails to provide a grading scale in the course syllabus, students should ask the instructor to provide a written copy of it. Students are encouraged to speak with their instructors directly if there are concerns about course requirements, testing or grades. If a satisfactory resolution cannot be reached, the student may wish to discuss the concern with the department Dean.

Course Final Grade Appeal Process

The assessment of the quality of a student's academic performance is one of the major professional responsibilities of College faculty members and is solely and properly their responsibility. It is essential for the standards of the academic programs at NICC and the integrity of the certificates, diplomas and degrees conferred that the professional judgments of faculty members not be subject to pressures or other interference from any source.

It is necessary, however, that any semester grade be based on evidence of the student's performance in a course, that the student have access to the evidence, that the instructor be willing to explain and interpret the evidence to the student and that a grade be determined in accordance with announced guidelines.

Capricious grading is limited to one or more of the following:

- The assignment of a grade to a particular student on some basis other than performance.
- The assignment of a grade to a particular student by more exacting or demanding standards than were applied to other students.
- The assignment of a grade which represents a substantial departure from the instructor's written standards outlined in the course syllabus.

During the semester, grading concerns will be dealt with according to departmental guidelines. Student appeals for a course final grade change must be initiated within ten (10) business days of the official final grade due date as established by the Registrar's Office. A copy of the [Final Grade Appeal Policy](#) and form may be obtained from the **NICC Public Policy** page: <https://nicc.policystat.com/> or the Dean's office.

Repeating Courses

Students may wish to repeat a previously taken course. A student who wishes to repeat a NICC course to improve the grade will need to repeat the same course at NICC. Both courses will be shown on the permanent transcript. The original grade will have <R designated next to it. A student may not repeat the course and then choose the better of the two grades. Only the most recent course will be computed in the cumulative grade point average.

Additional grading information and policies may be found in the catalog:
<https://catalog.nicc.edu/content.php?catoid=2&navoid=112#grading-policies>

ACADEMIC INTEGRITY

Academic integrity is based on honesty. The College requires that work produced by students represents their personal effort and requires that they properly acknowledge the intellectual contributions of others. Academic integrity principles are based on honesty in all academic activities, including but not limited to: classwork, including ethical conduct in all labs, clinical, field, practicum or co-op assignments. Any suspected violation of academic integrity standards will be investigated and subject to possible sanctions as outlined in course syllabi and the NICC Student Code of Conduct. For additional information, please reference the [Student Rights and Responsibilities](#).

ACADEMIC DISHONESTY and CHEATING

Academic dishonesty is academic misconduct wherein a student knowingly falsifies work, cheats, misrepresents work as their own, plagiarizes, aids others in academic misconduct, or other means defined by a faculty in their syllabus. Academic dishonesty will not be tolerated in any course at NICC.

Plagiarism includes, but is not limited to, the following:

- use direct quotes without quotation marks and textual citation of the material;
- paraphrase without crediting the source;
- present another's ideas as their own without citing the source;
- submit material developed by someone else as their own (this includes purchasing or borrowing a paper or utilizing artificial intelligence)
- submit a paper or assignment for which so much help (via a person or artificial intelligence) has been received that the writing is significantly different from their own.

Cheating includes, but is not limited to, the following:

- copy someone else's exam or homework;
- purposefully allow another student to copy their work or submit work they have written as their own;
- refer to a text, notes, or other material during an exam without authorization to do so;

- submit a paper or assignment for which so much help has been received that the writing is significantly different from his/her own;
- possess a test copy and/or test answers without authorization;
- pass test answers to another student before, during, or after a test.

POLICY

Students of Northeast Iowa Community College are expected to do their own work on assignments, laboratory exercises, quizzes, examinations, and any other academic work.

Academic *dishonesty* ultimately injures the individual and depreciates the value of grades received by other students. Cheating in any form is viewed as a most serious offense and is a violation of the Student Conduct Code. All academic misconduct must be reported. Documentation will be retained in the students conduct file and in the conduct violations database.

When a faculty member believes that a student has committed acts that violate the academic honesty policy, he or she will advise the student of the offense and the penalty imposed. All imposed penalties should be in alignment with the faculty members' syllabus. [Academic Integrity Purpose, Policy and Procedure](#)

STUDENT CONDUCT

The [Student Conduct Code](#) and [NICC Student Rights and Responsibilities](#) outline the college policies and disciplinary procedures.

Civility Statement

As an academic institution, Northeast Iowa Community College exists for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Membership in this academic community places a special obligation on all members to preserve an atmosphere conducive to the freedom to teach and to learn. Freedom to teach and to learn depends on opportunities and conditions in and outside the classroom that foster respect, integrity, honor and civil conduct.

Northeast Iowa Community College defines civility as the art of treating others, as well as ourselves, with respect, dignity and care. Civility is demonstrated when we are sensitive to the impact that our communications, practices and behaviors have on others, and when we acknowledge each person's self-worth and unique contributions to the community as a whole. All members of the College community, students, faculty, staff and visitors have the right to work and learn in a safe environment which is civil in all aspects of human relations.

Student Conduct

All students are expected to comply with College policies, rules and regulations and not violate municipal, county, state or Federal law. Through voluntary entrance to the College, students indicate a willingness to adhere to the policies, rules and regulations of the College and acknowledge the right of the College to initiate appropriate disciplinary actions. Instructors are responsible for maintaining a classroom environment conducive to teaching and learning, and therefore, may remove any student from class for disruptive behavior or other disciplinary reasons.

NICC students are responsible for knowing the information, policies and procedures outlined in this document. The College reserves the right to make changes to this code as necessary and once those changes are posted online, are in effect. Students are encouraged to check online at www.nicc.edu/catalog for the current version of all policies and procedures. Hard copies of the Student Conduct Code are available to students upon request from a conduct administrator.

Although emphasis is placed on education and guidance in cases of misconduct, the College may take disciplinary action and/or civil and criminal actions against a person disrupting College business or processes in order to ensure the collective good of the community and to protect the rights of its members. The scope of authority of the College includes dismissing a student or visitor whose conduct is unsuited to the purpose of the College.

NICC retains the authority to immediately remove a student from any College sponsored activity, on-the-job training site, a clinical area, an observation, a class offered through any format, a student organization or the College property when a student's grades, performance, conduct or health may have a detrimental effect on the student, the College, other students, faculty or staff, customers, clients or patients of the cooperating agency. Students are responsible for all communication, including conduct related notices, delivered to their College email address.

TITLE IX

Northeast Iowa Community College is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Northeast Iowa Community College hereby establishes a Policy and associated procedures for ensuring the protection and equal treatment of pregnant individuals, persons with pregnancy-related conditions, and new parents.

Additional information on Title IX is available on the public NICC policy page:
<https://nicc-internal.policystat.com/policy/13048130/latest>

HIGH SCHOOL PARTNERSHIPS RESOURCES

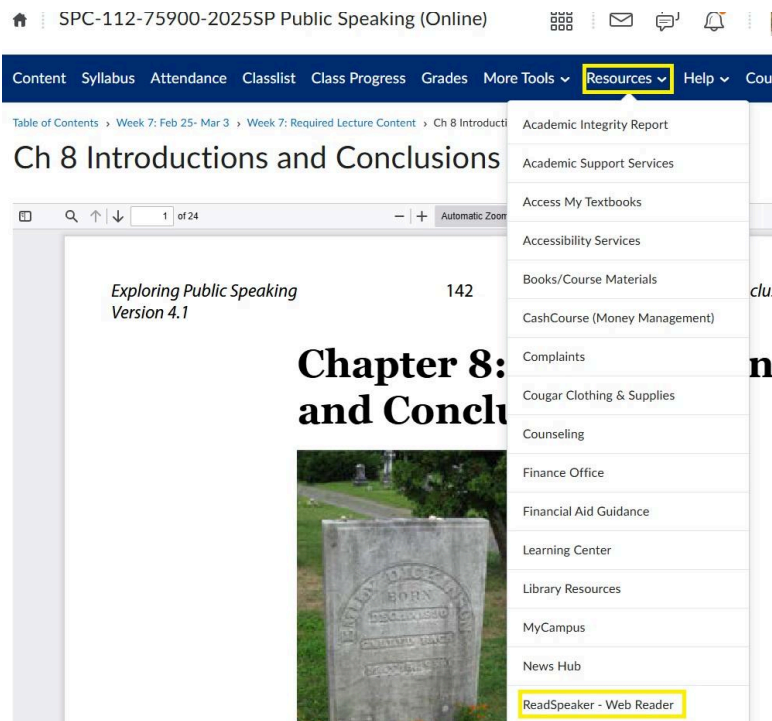
When high school students enroll in courses at NICC, they are entitled to use the college's resources. An overview of these resources is available through our online video orientation at www.nicc.edu/orientation and listed below:

Academic or Physical Accommodations

NICC provides access, accommodations and advocacy for students who have disabilities. Examples include accessible textbooks, additional time on exams, sign language interpreters and mobility assistance. If you would like to learn more about our [Accessibility Services](#) or how to request instructional accommodations, visit our [Student Handbook](#), call us at 844-642-2338 extension 1258 in Calmar or at extension 2280 in Peosta or apply at: [High School Student Application for Accommodations](#)

ReadSpeaker

ReadSpeaker allows the text on a page to be read out loud to you. It provides assistance in reading text online. By having the text read out loud, you can understand the information more easily. This makes the content more accessible and more pleasant. ReadSpeaker is a tool in BrightSpace so you don't have to download anything! Access Resources from the Blue Menu bar in your Brightspace class, and select ReadSpeaker.



[ReadSpeaker](#) tools are more than just text to speech. They also give the ability to process information in a different way. Examples:

- If you learn by an oral presentation, then use ReadSpeaker to listen to your lesson/s.
- If you are studying a difficult subject, then listen to the material while you are reading the material. The two processes of seeing the words (highlight words and sentences with ReadSpeaker) and hearing the words is a form of [bimodal presentation](#). Bimodal presentations have been shown to increase the retention of the materials.
- If you are taking a test, then you may benefit from hearing the test spoken to you so that you catch all the words and understand the questions better.
- Learning on the go: download your lesson pages to mp3 files and listen to them while you are offline.

Learning Centers

Students who desire assistance with coursework or an opportunity to improve study skills should utilize the [NICC Learning Centers](#). The learning center staff are also available to assist you with preparing for placement tests. Online tutoring options may be accessed via [UpSwing](#).

Personal Counseling

Counselors are available to assist students in coping with any difficulties they may experience while taking college courses. Students may request assistance with personal, academic and career counseling. For more information, go to: [NICC Counseling](#) or Peosta Campus, at 1-844-632-2338 ext. 2215 or, Calmar Campus, at ext. 1378.

Career Counseling and Career Learning Link

Career Services provide guidance in the areas of self-awareness, career exploration, job search skills and employment opportunities. Online resources are available at [Career Services](#) and counselors are located in the advising offices at Peosta and Calmar. If your school participates in NICC Career Learning Link, you may also have a Career Coach assigned to your local school. Visit www.nicc.edu/careerlearninglink today!

Cafeteria

The NICC cafeterias offer a wide range of items for breakfast and lunch daily. Students may purchase meals using cash or checks. There is an ATM located in each cafeteria. The cafeteria is located on the first floor of the Peosta Campus and on the first floor of the Calmar Student Center.

Bookstore

Students who need to purchase textbooks may do so via our online [campus bookstores](#). Additional bookstore supplies and apparel may be found at the Cougar Campus Supply Store on the Peosta Campus and in the Calmar Student Center.

Computer Labs

Students needing access to college software or computer labs may access labs at any of the [campus or center locations](#). Students may log in to the network with the username: Pstudent or Cstudent and no password. Students may log into [MyCampus](#) using the username and password mailed to their home address.

NICC Library

All high school students enrolled in college courses under HIGH SCHOOL PARTNERSHIPS may use the [NICC Library](#) to do research, study, and to check out materials on reserve for classes. The NICC library provides information resources that support all programs of the college. The combined collections include approximately 40,000 print and non-print items. Over a dozen academic databases, the library catalog, e-Books and selected internet resources may be accessed via the NICC website. The library subscribes to newspapers for communities throughout the NICC district.

Library staff are available to provide instruction in the use of library resources, to assist with research, and provide free inter-library loan services to students. They are committed to providing superior services to all our patrons. Ask for assistance at the Circulation Desk or if you are not on campus you may use the “Ask A Librarian” link to request help.

An excellent resource for [Research Help](#) is available online from the Library as well.

Accessing Library Resources On or Off Campus

Accessing library resources requires the 14-digit number located on the back of your student ID card. If you do not have an ID card, follow these steps:

1. Locate your student ID number on your class schedule upper left hand corner and mailed to you at the beginning of the term with computer log-in information.
2. Choose your closest home campus:
Calmar Students: 23263
Peosta Students: 25110
3. Combine campus number first then your student number. If this formula does not make 14 digits, then add zero's after the campus number. **Example:**
25110+0XXXXXX then add two zeros after the campus number:
2511000XXXXXX.

Admissions

Students who wish to find out information on NICC programs or wish to enroll at NICC after graduation, may contact the college [Admissions](#) office for assistance.

ATTENDANCE AND ACADEMIC SUCCESS

Regular class attendance is critical for academic success. Students should be familiar with the attendance policy set forth by their instructor in the syllabus provided on the first day of class. This policy may differ from instructor to instructor. It may also differ from your high school's attendance policy. Students who are involved in activities or sports that require them to leave early should not register for an afternoon class. Classes missed due to extra-curricular activities may not be excused, depending upon the discretion of the instructor.

Students should also understand that by enrolling in a course for college credit with NICC, they are creating their first college record. This means the grades earned will be reported on a transcript to any institution of higher education attended after high school. NICC encourages all high school students to take seriously their college coursework and to attend class regularly. Poor performance and attendance may also affect future eligibility for financial aid.

Inclement Weather Policy

Students attending classes on the NICC campus must adhere to NICC's inclement weather announcements posted on [MyCampus](#) or local radio and television stations. Students enrolled in NICC classes taught on the high school campuses or centers will follow their **local school district inclement weather** announcements. Regardless, student safety is of utmost priority and ultimately your decision on whether it is safe for you to travel. NICC spans a very large service area with different weather frequently occurring in different locations at the same time. If you determine it is unsafe to travel from your location due to weather, please inform your instructor in advance.

COLLEGE TRANSFER

One of the most important advantages for high school students who take college at NICC is the opportunity to earn college credits tuition-free prior to college enrollment. Students who plan to attend an institution of higher learning after high school graduation, whether a community college or university, should determine the best course plan that will benefit their college education the most. Many students who seek a degree after high school graduation have to complete a basic general college core group of courses. This is especially true for students planning to earn a four-year degree. Transfer of college courses to a university is on a course-by-course basis. The receiving institution will determine whether the course will count as general education, major, or elective credit. Typically courses completed with a grade of C or better will receive credit.

For an updated list of colleges and universities that have unique transfer options and agreements with NICC, visit:

<https://www.nicc.edu/admissions/transferinformation/transfer-agreements/>

Other colleges and universities not listed may also award credit for college courses taken at NICC during high school. **Students should contact an admissions counselor at the**

institution of their choice to inquire about course transferability. Students are always responsible for requesting transcripts from NICC to be sent to the institution they are working with. Please see the section below on Transcripts for information on how to request transcripts from the NICC Registrar's office.

Transfer of Credits to Iowa Regent Universities

Students interested in transferring to a regent university are strongly encouraged to visit www.transferiniowa.org/

The Transfer in Iowa website also has important information regarding [Reverse Credit Transfer](#). This program allows students to attain a degree, diploma or certification. Students indicate an interest at the time of application to the university, in applying future credits earned at the university toward the completion of their associate degree, diploma or certification. There are numerous [benefits](#) including earning an associate's degree while pursuing a bachelor's degree, adding the degree to your resume or applications to increase your qualification and potential for career advancement.

Associate in Arts / Science

Students who intend to earn a four-year degree after high school graduation should consider beginning the NICC Associate in Arts Program. This program provides opportunities for students to complete coursework which will transfer as college credit to four-year colleges and universities. Students can earn an Associate in Arts or an Associate in Science degree; and then continue their education when they enroll as juniors in a 4-year college or university. The primary advantage for students who enroll in the Associate in Arts Program is the opportunity to complete the first two years of a four-year degree with affordable tuition and to take college courses in a smaller and more personal environment. More information can be obtained by visiting www.NICC.edu under [Academics](#).

Transcript Copies

Students who need to send transcripts to another institution must complete a transcript request, which can be obtained by going to: www.nicc.edu/transcript. There is a \$5 fee per transcript request. In order for a transcript to be official, it must be sent by NICC to the student's college or university. Transcripts are sent electronically the same day. Requests for paper transcripts will be honored as quickly as possible in order of receipt. However, expect some delays during peak periods, i.e. registration and end of semester.













Unofficial transcripts are available at any time via your [MyCampus](#) account, select **Self Service for Students, Academic Profile, Unofficial Transcript**.

Instructions for Printing Your Schedule or Transcripts in Self Service for Students

Go to MyCampus: Self Service for Students


Click on **Student Planning**

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

| | |
|--|--|
|  Student Finance Here you can view your latest statement and make a payment online. |  Financial Aid Here you can access financial aid data, forms, etc. |
|  Tax Information Here you can change your consent for e-delivery of tax information. |  Employee Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances. |
|  Student Planning Here you can search for courses, plan your terms, and schedule & register your course sections. |  Course Catalog Here you can view and search the course catalog. |
|  Grades Here you can view your grades by term. |  Graduation Overview Here you can view and submit a graduation application. |
|  Enrollment Verifications Here you can view and request an enrollment verification. |  Transcript Requests Here you can view and request a transcript. |
|  Nonacademic Attendance Here you can view your nonacademic attendance |  Academic Attendance Here you can view your attendances by term. |

Then click on **Go to Plan & Schedule**

2



Plan your Degree & Register for Classes

Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.

[Go to Plan & Schedule](#)

Make sure the proper term is selected. Use the arrows to navigate to the correct term and then click on Print.

< > Fall 2021 Semester +

Filter Sections Save to iCal Print

CONTACT INFORMATION

[NICC Directory](#)

| Calmar Campus | Peosta Campus |
|------------------------|------------------------|
| 844.642.2338 | 844.642.2338 |
| Bookstore x1238 | Bookstore x2325 |
| Library x1259 | Library x2224 |

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HIGH SCHOOL VS. COLLEGE COMPARISON

| HIGH SCHOOL COURSES | COLLEGE COURSES |
|---|--|
| <p>Homework Teachers check your completed homework.</p> | <p>Homework Instructors assume that you have completed your homework and may not always check it. They will, however, assume you will be able to perform the same work on a test.</p> |
| <p>Assignments Teachers remind you of incomplete assignments.</p> | <p>Assignments Instructors assume you are mature enough to take responsibility for assignments and may not remind you of missing work.</p> |
| <p>Reading Assignments Reading assignments may be discussed and re-taught in class.</p> | <p>Reading Assignments Reading assignments may be both frequent and lengthy, and the material may not be covered in class.</p> |
| <p>Assistance If teachers are concerned and believe you may need assistance, they may approach you.</p> | <p>Assistance Instructors are usually helpful and willing to offer assistance, but they expect contact to be initiated by you.</p> |
| <p>Office Hours Teachers often make themselves available for conversation before, during, and after class.</p> | <p>Office Hours Instructors post their office hours and generally expect you to see them during those times.</p> |
| <p>Absences Teachers often provide you with information you missed when an absence occurs.</p> | <p>Absences Instructors expect you to obtain any missed class notes or assignments from your classmates. Excessive absences may result in a lower course grade.</p> |

| | |
|---|--|
| <p>Textbooks Teachers present information to help you understand the material in your textbook.</p> | <p>Textbooks Instructors may not always follow the textbook. Instead, they expect you to read the assignment before class and may provide background information or illustrations and expect you to incorporate these with your assigned reading.</p> |
| <p>Class Notes Teachers often write information on the board to be copied into class notes.</p> | <p>Class Notes Instructors may lecture nonstop, expecting you to identify the important points and to write these in your class notes without direction.</p> |
| | |
| <p>Due Dates and Reminders Teachers often remind you of tests and due dates.</p> | <p>Due Dates and Reminders Instructors expect you to read and refer to the course syllabus for tests and assignments due.</p> |
| <p>Tests Tests are given frequently on small amounts of material.</p> | <p>Tests Testing may not occur often, and your course may only have two or three tests over the semester. You are expected to organize the material and your class notes to prepare for the test.</p> |
| <p>Make-Up Tests Make-up tests are sometimes offered.</p> | <p>Make-Up Tests Instructors seldom make available make-up test opportunities. If a make-up test is an option, it is up to you to request it.</p> |
| <p>Grades Grades are given for almost all assigned work.</p> | <p>Grades Grades are not necessarily provided for all assigned coursework.</p> |
| <p>Final Course Grade Homework grades and extra credit opportunities may help raise your overall class grade when test grades are low.</p> | <p>Final Course Grade The final grade is usually determined by grades on tests and major writing assignments.</p> |

APPENDIX B

TIPS FOR BEING A SUCCESSFUL COLLEGE STUDENT!

1. **Read the course syllabus carefully** and ask your instructor about any questions you have about the course. The syllabus outlines the course policies and procedures, instructional and assessment methods, and course calendar. *It is the student's responsibility to understand the syllabus guidelines. It is essentially an agreement between you and your instructor. Clarify with your instructor any concerns you may have regarding the syllabus.
2. **Attend class regularly.** Missing class will likely affect your overall achievement. It is the student's responsibility to get notes from other class members or see the instructor for missed work. College instructors are not expected to re-teach concepts due to student absences. *If high school activities interfere with a class, inform your instructor ahead of time. Each instructor has his/her own policies regarding late work acceptance, missed tests, or class participation; most will have a penalty. Extended due dates are typically not allowed.
3. **Allow enough study time to be successful.** Two hours for each hour of class is typical; each course may vary in the amount of homework. Read the textbook and complete all assignments. Study for tests. Don't procrastinate and wait until the day before or the day of—illness or other situations can arise that may get in the way. Keeping up on a regular basis will help you succeed and also be less stressful. Time management, organization and planning are crucial!
4. **Communicate** often and regularly with your instructor. Ask instructors questions and clarifying comments early. Work proactively to resolve issues that you foresee might occur with scheduling conflicts, deadlines, etc.
5. **Use your resources!** The College provides ample resources with student support, learning centers, free academic tools and software. Take advantage of these resources which supplement and support your learning beyond the activities within your classroom.